



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA, is responsible for the promotion of Olympism and sports in Hong Kong. We are now looking for the right candidates to fill up the following posts on contract basis, which is renewable subject to the prevailing conditions.

Post 1: Assistant Manager (Games & Events) [Ref. AM(GE)]

The AM(GE) will mainly be responsible for:

- (i) organization and execution of the SF&OC annual sports programmes of the Federation including budget control;
- (ii) prepare Hong Kong's participation in multi-sports Games on budgeting, selection, entries, logistics arrangement and the actual participation of Hong Kong, China delegations in the Games;
- (iii) organization and logistics arrangement of various ceremonies, official functions and meetings for the organization of local events and the participation in the multi-sports Games; and
- (iv) keep close liaison with NSAs concerned for the local event programmes and Games.

Post 2: Officer / Assistant Officer (Games & Events) [Ref. O/AO(GE)]

The O/AO(GE) will mainly be responsible for:

- (i) assist in the organization and execution of the SF&OC annual sports programmes of the Federation;
- (ii) assist in preparing the official functions of the annual programmes and the multi-sports Games;
- (iii) liaise with NSAs for the submission of information or providing support for the annual programmes and multi-sports Games; and
- (iv) liaise with the contractors and prepare for procurement items and/or services for the annual programmes and multi-sports Games.

Requirements

Applicants should have:

- (i) a recognized university degree or post-secondary qualifications in sports management/ administration/ physical education/ recreation or relevant disciplines;
- (ii) a minimum of 3 years' (Post 1) / 1 year's (Post 2) experience in sports related committee work;
- (iii) good knowledge of and working experience in computer applications, including database maintenance and content management system for website; and
- (iv) good command of written and spoken Chinese and English.

All short-listed applicants will be invited to attend a written test. Successful candidate will be offered the post at a salary subject to his background and work experience.

Remuneration

The successful candidates will be appointed on contract basis with monthly salary plus gratuity equals to 5% of the total basic salary drawn during the contract period upon satisfactory completion of the contract. Fringe benefits include MPF, medical, paid leave and employee's insurance.

Application

Interested parties should send full resume with current and expected salaries to the Hon. Treasurer, Sports Federation & Olympic Committee of Hong Kong, China, 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong on or before **20 November 2024**. Please mark respective [Ref. AM(GE) or O/AO(GE)] on the application letter.

All applications will be treated in the strictest confidence. Personal data provided will be used strictly in accordance with the Personal Data Policies. Applicants who do not hear from us within 4 weeks after the closing date may assume their applications unsuccessful. All information on unsuccessful candidates will be destroyed within 6 months.