



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 of the following 2 Deputy Manager (DM) posts of the Federation on contract basis, which is renewable subject to the prevailing condition.

Duties

(i) DM of the Secretariat [Ref: DM(FS)]

The DM(FS) will mainly be responsible to

- (a) organize the annual sports programmes of the Federation;
- (b) organize and prepare for the Hong Kong, China Delegation's participation in the multi-sports Games and oversee the organization of Games related meetings and ceremonies;
- (c) assist in the execution of the sponsorship programmes in relation to the SF&OC annual sports programmes;
- (d) assist in the execution of the sponsorship programmes in relation to the Hong Kong's participation in international multi-sports Games.

(ii) DM of the Hong Kong Anti-Doping Committee Office [Ref: DM(HKADC)]

The DM(HKADC) will mainly be responsible to

- (a) coordinate major events and programmes of HKADC;
- (b) assist and coordinate meetings of HKADC and its related Panels;
- (c) standardize and monitor office procedures and
- (d) coordinating the Result Management process for doping cases.

Requirements

Applicants should have

- (i) a recognized university degree or post-secondary qualification, for DM(FS) post with sports administration, event management or recreation management preferred, for DM(HKADC) post with sports management, legal studies or relevant disciplines preferred;
- (ii) at least six years' experience, for DM(FS) post with at least three years' experience in committee work, office administration or programme execution, for DM(HKADC) post with at least four years' experience with good knowledge in anti-doping and related area, preferably with the Hong Kong Government or public sector organizations;
- (iii) have excellent command of written and spoken Chinese and English;
- (iv) be able to work under pressure and to meet deadlines; and
- (v) have very good analytical, communication and supervisory skills.

All short-listed applicants will be invited to attend a written test. Successful candidate may be offered similar post of similar ranking in other divisions of the Federation.

Remuneration

Successful candidates will be appointed on contract basis with monthly basic salary plus gratuity equals to 5% of the total basic salary drawn during the period of contract 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 salary 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 **27 May 2019**. Please mark [Ref.] on the envelope.

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.