



The Sports Federation & Olympic Committee of Hong Kong, China (Federation) is responsible for the promotion of Olympism and Sports in Hong Kong. We are now looking for the right candidate to fill up of the post of **Administrative Assistant / AA (Secretariat)** on contract basis, which is renewable subject to the prevailing condition.

The AA (Secretariat) will be responsible for:

- (i) To assist in the organization and execution of the SF&OC annual sports programmes;
- (ii) To liaise with NSAs for the submission of information or providing support for the annual programmes and multi-sports Games assigned;
- (iii) To assist in preparing the official functions of the annual programmes and the multi-sports Games of Hong Kong, China's Delegation;
- (iv) To liaise with the contractors for the production of all related promotional and production materials for the annual programmes and multi-sports Games assigned;
- (v) To prepare the procurement of items and/or services for the annual programmes and multi-sports Games concerned;
- (vi) To provide administrative support to the Division; and
- (vii) To perform any other duties as assigned by the seniors.

Applicants should have:

- (i) a recognized university degree or equivalent in sports management/ administration / Physical Education or relevant disciplines; as one of the subjects studied preferable;
- (ii) a minimum of one year's work experience in sports sector or government preferable;
- (iii) good command of written and spoken Chinese and English.

(All short-listed applicant will be required to attend a written test.)

Remuneration

Successful candidate 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 **23 December 2019**. Please mark "Ref: Application for AA (Secretariat)" 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.