



The SF&OC Sports Legacy Company Limited, the affiliated company of the Sports Federation & Olympic Committee of Hong Kong, China, aims to develop the sports potential of underprivileged students through a team of dedicated athletes. We are now looking for the right candidate to fill up of the post of **Programme Officer / PO(SLS)** on contract basis, which is renewable subject to the prevailing condition.

The PO(SLS) will be responsible for

- (i) To organize seminars, workshops and life skills training to Sports Legacy Scheme coaches and working staff;
- (ii) To be responsible for the promotion, publicity and public relations events related to the Sports Legacy Scheme;
- (iii) To manage the website and Facebook page of the Sports Legacy Scheme;
- (iv) To handle of accounting, procurement and filing of the Sports Legacy Scheme;
- (v) To develop and maintain the database of affiliated school network of the Sports Legacy Scheme; and
- (vi) To assist managing the fitness equipment used in the sports programmes of school projects including preparing procurement documentation.

Applicants should have

- (i) a recognized university degree or post-secondary qualifications with Sports/Physical Education/Recreation/Media and Communication;
- (ii) at least two years' work experience in sport-related fields or running self-financed programme in N.G.O., preferably with event management and marketing experience;
- (iii) devotion to serve athletes and willing to work in irregular hours;
- (iv) good communication and interpersonal skills; and
- (v) 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 **9 January 2020**. Please mark "Ref: Application for PO(SLS)" 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.