



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 candidate to fill up of the Deputy Manager [Ref. DM(FS)] post on contract basis, which is renewable subject to the prevailing conditions.

Duties

The DM(FS) will mainly be responsible to:

- (a) organize the SF&OC annual sports programmes of the Federation;
- (b) organize and prepare for Hong Kong, China Delegation's participation in the multi-sports Games and oversee the organization of Games related meetings and ceremonies;
- (c) assist the seniors in the execution of the sponsorship programmes in relation to the Hong Kong, China Delegation's participation in multi-sports Games;
- (d) assist the seniors in the execution of the sponsorship programmes in relation to SF&OC annual sports programme;
- (e) assist for the special ticket allocation of multi-sports Games; and
- (f) assist the seniors in the execution of the Marketing Programmes in relation to the International Olympic Committee and Olympic Council of Asia.

Requirements

Applicants should have

- (i) a recognized university degree, with Sports or Recreation Management preferred;
- (ii) at least six years' work experience and with a minimum of three years solid experience in sports sector or government;
- (iii) excellent command of written and spoken Chinese and English;
- (iv) 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 6 March 2020. Please mark [Ref. DM(FS)] 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.