



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 Assistant Manager (Sports Administrator) AM(SA) on contract basis, which is renewable subject to the prevailing condition.

### **Job Duties**

The AM(SA) will be responsible for the following duties:

- (a) the overall administration of the Sports Legacy Scheme;
- (b) the development of the overall training programme, suitable test battery and assisting in identification of sports talent at schools;
- (c) the organization of seminars, workshops and life skills training to coaches and working staff of the Scheme;
- (d) assisting in the promotion and public relations events to the Scheme;
- (e) managing the website and Facebook page of the Scheme; and
- (d) providing sports specific coaching at designated schools.

### **Requirement**

Applicants should have:

- (a) a recognized university degree or post-secondary qualifications with Sports / Physical Education / Recreation/ Social Work;
- (b) at least three years' work experience, preferably in sport-related fields with event management and marketing experience;
- (c) devoted to serve athletes and willing to work in irregular hours;
- (d) has good communication and interpersonal skills; and
- (e) good command of written and spoken Chinese and English.

All short-listed applicants will be invited to attend a written test.

### **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 salaries to the 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 July 2020**. Please mark [Ref. AM(SA)(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.