



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 posts on contract basis, which is renewable subject to the prevailing conditions.

Post 1: Director (NSA Corporate Governance) [Ref. D(NCG)]

The D(NCG) will be responsible to:

- (i) work with the Officers (Board of Directors) and the Independent Steering Committee to formulate the corporate governance model for SF&OC and its members;
- (ii) prepare annual comprehensive plan for conducting consultation and review exercise on the governance of SF&OC Member Associations;
- (iii) communicate with representatives of Member Associations for the consultation and review exercise of their Articles of Associations, the composition of their executive boards and election mechanisms, financial reporting and auditing compliances, selection of athletes and appeal mechanism, etc.;
- (iv) collate and analysis the findings and observations from the Member Associations and prepare for a comprehensive progress reports with recommendations to the Independent Steering Committee;
- (v) develop a Code of Governance for Member Association's compliance and establish an assessment mechanism to review Member Associations' compliance with the requirements of the Olympic Charter, the Code of Ethics of IOC and Articles of Association of SF&OC, etc and implementation of the ICAC's Best Practice Reference;
- (vi) serve as Secretary for Independent Steering Committee and other relevant Committees of the Federation;
- (vii) submit regular reports to the Board / the Independent Steering Committee / the Government; and
- (viii) head and supervise the work of the subordinators under the NSA Corporate Governance Team.

Applicants should have:

- (i) over 20 years of post-graduate work experience with at least 10 years at senior management level in renowned or sizable organizations with corporate governance, audit, legal experience/ background preferred;
- (ii) a recognized university degree, preferably with a higher degree and professional membership with management-related institutes;
- (iii) an excellent command of both written and spoken English and Chinese;
- (iv) be familiar with the operations of government, non-governmental organization and sports sector;
- (v) possess strong capabilities in general management, strategic planning, organizational communications, administration and policy formulation;
- (vi) a thorough knowledge in budgeting and financial management issues;
- (vii) a broad vision with high personal and professional integrity;
- (viii) possess excellent interpersonal and leadership skills; and
- (ix) be dynamic, positive, proactive and meticulous.

Post 2: Manager (NSA Corporate Governance) [Ref. M(NCG)]

The M(NCG) will be responsible to:

- (i) organize briefing sessions to Member Associations for the introduction of the review exercise;
- (ii) conduct interviews with Office Bearers and key staffs of Member Associations on the corporate governance;
- (iii) research and review of the documents from Member Associations, which include their Articles of Associations, the composition of their executive boards and election mechanisms, financial reporting and auditing compliances, selection of athletes and appeal mechanism, etc.;
- (iv) review Member Associations' compliance with the requirements of the Olympic Charter, the Code of Ethics of IOC and Articles of Association of SF&OC, etc and implementation of the ICAC's Best Practice Reference;
- (v) assist the development of the Code of Governance and the establishment of an assessment mechanism to review Member Associations' compliance with the requirements of the Olympic Charter, the Code of Ethics of IOC and Articles of Association of SF&OC, etc and implementation of the ICAC's Best Practice Reference; and
- (vi) prepare reports to the relevant Committee/ Board / Government.

Applicants should have:

- (i) a minimum of 10 years' solid experience in sports sector and/or audit with 5 years at supervisory level;
- (ii) a recognized university degree, with sports management/ administration/ legal/ audit or relevant disciplines preferred;
- (iii) excellent analytical skills, responsible, self-motivated and independent;
- (iv) an excellent command of both written and spoken English and Chinese; and
- (v) good communication and interpersonal skills.

Post 3: Assistant Manager (NSA Corporate Governance) [Ref. AM(NCG)]

The AM(NCG) will be responsible to:

- (i) provide secretariat and administration support to the NSA Corporate Governance Team;
- (ii) assist in the organization of briefing sessions to Member Associations for the introduction of the review exercise;
- (iii) liaise with Member Associations to secure their support to the briefing session(s) and review interview(s); and
- (iv) collate the documents, findings and observation from the Member Associations including their Articles of Associations, the composition of their executive boards and election mechanisms, financial reporting and auditing compliances, selection of athletes and appeal mechanism, etc. for audit review.

Applicants should have:

- (i) a recognized university degree with sports management/ administration/ legal/ audit or relevant disciplines preferred;
- (ii) at least three years' experience in sports related committee work and/or audit preferably;
- (iii) knowledge in the Hong Kong sports development is a must;
- (iv) good knowledge and working experience in common computer applications;
- (v) good command of both written and spoken English and Chinese; and
- (vi) good communication and interpersonal skills.

All short-listed applicants will be invited to attend a written test. Suitable candidates may be offered other post at similar ranking in other division 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 31 August 2020. Please mark respective [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.