



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 worked under the Federation Secretariat and the affiliated company controlled by the Federation on contract basis, which is renewable subject to the prevailing condition.

Post 1: Deputy Manager (Education) [Ref. DM(Edu)]

The DM(Edu) will mainly be responsible to:

- (1) To be mainly responsible for all matters related to the Mainland China exchange programmes and other education programmes (such as Olympism Education Programme, Olympism Camp) including yearly plan, budget, etc;
- (2) To develop and implement strategies for education programmes;
- (3) To lead the delegations to travel to the Mainland China for the exchange programmes;
- (4) To plan and organize seminars / training courses under Hong Kong Olympic Academy;
- (5) To be responsible for the enhancement of the Centre for Olympic Studies;
- (6) To assist in the development of Olympic Museum in the future Olympic House; and
- (7) To perform any other duties as assigned by the seniors.

Applicants should:

- (1) Have a recognized university degree, with Education / Sports / Recreation Management or related disciplines;
- (2) Have good command of both spoken and written English and Chinese (including Mandarin);
- (3) Have at least 6 years or above relevant experience in programme development and administration in education, with at least 3 years supervisory experience;
- (4) Be self-motivated, ability to work independently, good communication and supervisory skills; and
- (5) Be able to travel to the Mainland China.

Post 2: Assistant Manager (Edu) [Ref. AM(Edu)]

The AM(Edu) will mainly be responsible to:

- (1) To assist the Deputy Manager (Education) in organizing and implementing the Mainland China exchange programmes and other education programmes;
- (2) To lead the delegations to travel to the Mainland China for the exchange programmes;
- (3) To be responsible for managing the Centre for Olympic Studies;
- (4) To organize and implement the seminars / training courses under Hong Kong Olympic Academy;
- (5) To provide administrative support to the Team; and
- (6) To perform any other duties as assigned by the seniors.

Applicants should:

- (1) Have a recognized university degree, with Education / Sports / Recreation Management or related disciplines;
- (2) Have a good command of both spoken and written English and Chinese, including Mandarin;
- (3) Have at least 3 years or above relevant experience in programme development and administration in education with at least 1-year supervisory experience;
- (4) Be self-motivated, ability to work independently, good communication and supervisory skills; and
- (5) Be able to travel to Mainland China.

Post 3: Officer/ Assistant Officer (Edu) [Ref. O/AO(Edu)]

The O/AO (Edu) will mainly be responsible to:

- (1) To assist in organizing and implementing the Mainland China exchange programmes and other education programmes (such as Hong Kong Olympic Academy's activities, Olympism Camp) ;
- (2) To lead the delegations to travel to the Mainland China for the exchange programmes;
- (3) To provide administrative support to the Team; and
- (4) To perform any other duties as assigned by the seniors.

Applicants should:

- (1) Have post-secondary qualifications, with Education / Sports / Recreation management or related disciplines;
- (2) Have good command of both spoken and written English and Chinese, including Mandarin;
- (3) Have at least 1-year full-time relevant experience in programme implementation and administration;
- (4) Have proficiency in MS Office and Chinese typing;
- (5) Be self-motivated, ability to work independently, good communication; and
- (6) Be able to travel to Mainland China.

All short-listed applicants will be invited to attend a written test. Suitable candidates might be offered other post at similar ranking in other division of the Federation. Successful candidate for Post 3 will be offered the post at a rank subject to his /her background and work experience.

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.