



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 post of **Officer / Assistant Officer (Education)** [Ref. O/AO (Edu)] on contract basis, which is renewable subject to the prevailing condition.

**Duties:**

- (1) To be mainly responsible for organizing and executing the Olympism Education Programme;
- (2) 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)
- (3) To lead the delegations to travel to the Mainland China for the exchange programmes;
- (4) To be responsible for the operation of the Centre for Olympic Studies;
- (5) To provide administrative support to the Team; and
- (6) To perform any other duties as assigned by the seniors.

**Requirements:**

- (1) Have high-diploma holder, 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 & 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.

**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 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 **12 October 2020**. Please mark [Ref. **O/AO (Edu)**] 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.