



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA, and its affiliated company, is responsible for the promotion of Olympism and Sports in Hong Kong and management of Olympic House. We are now looking for the right candidates to fill up the following posts on contract basis, which is renewable subject to the prevailing condition.

Post 1: 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 2: Assistant Manager (I.T.) [Ref. AM(IT)]

The AM(IT) will be responsible to:

- (i) prepare and deploy I.T. policies and operation procedures of SF&OC;
- (ii) prepare and monitor I.T. budget plan;
- (iii) oversee and determine the operations of network and devices including routers, switches, backups, firewalls, intrusion detection and network traffic, etc;
- (iv) implement general security control, access control, review and security scanning;
- (v) provide and implement security, risk assessment to the existing equipment, systems and networks services;
- (vi) manage I.T. infrastructure with standards set;
- (vii) perform routine network administration, trouble-shooting, system administration and configuration; and
- (viii) lead and supervise I.T. Support Officer and I.T. vendors.

Applicants should have:

- (i) a recognized university degree, with Information Technology, Computer Science or related disciplines;
- (ii) a minimum of 5 years' solid experience in network administration and at least 2 years in management level of I.T. infrastructure;
- (iii) strong experience in server, storage, network and project implementation; and
- (iv) possess knowledge of I.T. security management.
- (v) possess knowledge of Windows Server, VMware, Firewall configuration, Wireless network, PC hardware & software, MS office, etc;
- (vi) strong skills in Desktops, Workstations, Notebooks and Printers;

- (vii) good command of both written and spoken English and Chinese; and
- (viii) be self-motivated, ability to work independently, good communication and supervisory skills.

Post 3: Officer / Assistant Officer of Games and Events Team [Ref. O/AO(GE)]

The O/AO(GE) will be responsible to:

- (i) assist in the organization and execution of the SF&OC annual sports programmes;
- (ii) liaise with NSAs for the submission of information or providing support for the annual programmes and multi-sports Games assigned;
- (iii) assist in preparing the official functions of the annual programmes and the multi-sports Games of Hong Kong, China's Delegation;
- (iv) liaise with the contractors for the production of all related promotional and production materials for the annual programmes and multi-sports Games assigned;
- (v) prepare the procurement of items and/or services for the annual programmes and multi-sports Games concerned; and
- (vi) provide administrative support to the Team.

Applicants should have:

- (i) a recognized university degree or equivalent in sports management/ administration / Physical Education or relevant disciplines; as one of the subjects studied preferable;
- (ii) a minimum of one year's work experience in sports sector or government preferable; and
- (iii) good command of written and spoken Chinese and English.

Post 4: Officer / Assistant Officer of Community Relations Team [Ref. O/AO(CR)]

The O/AO(CR) will be responsible to:

- (i) provide administrative support to the Team;
- (ii) maintain the record management of the Team;
- (iii) maintain the stock management of the Team;
- (iv) prepare the procurement of items and/or services for the programmes of the Team; and
- (v) prepare simple graphic or materials for PR campaign of the Federation in social media.

Applicants should have:

- (i) a recognized university degree in Marketing, Communication, Business Administration or related disciplines;
- (ii) a minimum of one year's work experience marketing or related work experience preferred;
- (iii) good knowledge in computer applications (MS Word, Excel, PowerPoint and Chinese Word Processing, Adobe Photoshop or related design software); and
- (iv) good command of written and spoken Chinese and English.

Post 5: Officer/ Assistant Officer of Olympism Education Team [Ref. O/AO(Edu)]

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

- (i) assist in organizing and implementing the Mainland China exchange programmes and other education programmes (such as Hong Kong Olympic Academy's activities, Olympism Camp);
- (ii) lead the delegations to travel to the Mainland China for the exchange programmes; and
- (iii) provide administrative support to the Team.

Applicants should have:

- (i) post-secondary qualifications, with Education / Sports / Recreation management or related disciplines;
- (ii) good command of both spoken and written English and Chinese, including Mandarin;
- (iii) a minimum of one year's full-time relevant experience in programme implementation and administration;
- (iv) proficiency in MS Office and Chinese typing;
- (v) be self-motivated, ability to work independently, good communication; and
- (vi) be able to travel to Mainland China.

All short-listed applicants will be invited to attend a written and computer test. Suitable candidates may be offered other post at similar ranking in other division of the Federation. Successful candidate 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 18 January 2021. 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.