



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 the post of Assistant Manager in the Hong Kong Athletes Career & Education Programme Office(HKACEP) [Ref.: AM(Career)] on contract basis, which are renewable subject to the prevailing condition.

### **Duties:**

The AM(Career) will mainly be responsible for the development of the HKACEP including:

- (i) organization of consultation sessions, workshops & seminars;
- (ii) liaison with local and overseas stakeholders and participants;
- (iii) provision of education, career and life skills supports to athletes including related research;
- (iv) formulating and implementation of publicity strategy planning;
- (v) database development; and
- (vi) general administration of the HKACEP.

### **Requirements**

Application should have:

- (i) a recognized university degree or post-secondary qualifications with sports management/ administration/ physical education/ social work/ recreation or relevant disciplines;
- (ii) at least 3 years' experience in sports related committee work preferably;
- (iii) knowledge in the Hong Kong sports development is a must;
- (iv) devoted to serve athletes and willing to work in irregular hours;
- (v) good knowledge and working experience in common computer applications;
- (vi) good communication and interpersonal skills; and
- (vii) good command in Chinese and English.

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 [**Ref.: AM(Career)**] on the envelope for applying the respective post.

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.