



## Recruitment Advertisement

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 the following posts of the Community Relations Team in the Secretariat on contract basis, which is renewable subject to the prevailing condition.

### **Post 1: Assistant Manager (Public Relations) [Ref. AM(PR)]**

The AM(PR) will mainly be responsible to:

- (i) monitor news, interview, script writing and issuance of the press releases, public announcements and line-to-take;
- (ii) act as point of the contact for corporate enquiry from media, government press and sports outlets and general public;
- (iii) handle issues on public relations and coordinate related events and publicity;
- (iv) coordinate the production of the corporate collaterals including (i) Newsletter & Newspaper Advertorial including theme proposal, editing and liaison with NSAs' for contribution and (ii) Annual Report and corporate highlights if deemed appropriate;
- (v) perform the duties related to the Games & Events Team whenever deemed appropriate by seniors, including to follow up the press accreditation allocation for the Games, and assist in media activities and press release distribution and website uploading; and
- (vi) act as point of contact for local and overseas media organizations; sports press associations and Olympic Committees for corporate news distribution, athletes' media exposure and media activities offered to local media.

Applicants should have:

- (i) a recognized university degree or Post-secondary qualifications with Sports/Physical Education/Recreation/Marketing/ Communication / Journalism as one of the subjects studied;
- (ii) three years of solid experience incorporate communication/ journalism in a reputable organization;
- (iii) good command of written and spoken Chinese and English; and
- (iv) good communication and interpersonal skills.

### **Post 2: Officer/ Assistant Officer [Ref. O/AO(CR)]**

The O/AO(CR) will mainly 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 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, Design or related disciplines;
- (ii) at least one years' marketing or related work experience preferred;
- (iii) good knowledge in computer applications (MS Word, Excel, PowerPoint, Chinese Word Processing, Adobe Illustrator or related design software); and
- (iv) good command of written and spoken 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 candidates 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 22 April 2021. Please mark [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.