



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 **Officer / Assistant Officer [O/AO(RATP)]** on contract basis, which is renewable subject to the prevailing conditions.

### **Duties**

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

- (i) assist in the implementation of RATP with timeline and workflow;
- (ii) manage the database for the programme;
- (iii) assist in handling application from athletes, school and sports organisations;
- (iv) assist in vetting payments and reports from benefitting organisations;
- (v) assisting in vetting applications and payments from athletes for Education Subsidies; and
- (vi) assist the matters relating to the publicity and promotion of the programme.

### **Requirements**

Applicants should have:

- (i) a recognized university degree (preferable in sports, leisure or physical education);
- (ii) a minimum of one-year full-time working experience;
- (iii) good knowledge in computer applications (MS Word, Excel, PowerPoint and Chinese Word Processing);
- (iv) be self-motivated, ability to work independently, good communications; and
- (v) willing to work during non-office hours.

All short-listed applicants will be invited to attend a written and computer test. Suitable candidate may be offered similar post of similar ranking in other divisions of the Federation.

### **Remuneration**

Successful candidate 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 28 April 2021. Please mark [Ref. O/AO(RATP)] 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.