



Under the auspices of the Federation, the Hong Kong Anti-Doping Committee (HKADC) is responsible for planning and implementing the anti-doping programme in the territory. We are now looking for the right candidate to fill up the post of **Head of HKADC Office** on contract basis, which is renewable subject to the prevailing conditions.

Duties

The H(HKADC) will mainly be responsible to:

- (a) To contribute proactively to the development of effective strategies in promoting a drug free sport in Hong Kong;
- (b) To plan and implement the HKADC anti-doping programmes according to the Anti-Doping Rules of SF&OC & HKADC;
- (c) To ensure that work and practice of the HKADC comply with the World Anti-Doping Agency (WADA) guidelines;
- (d) To coordinate Result Management for doping cases and TUE applications;
- (e) To prepare meetings of HKADC and its related panels;
- (f) To serve as Secretary in the HKADC and the Therapeutic Use Exemption Panel;
- (g) To be responsible for the human resources management of the staff members of HKADC Division and the pool of part-time Doping Control Officers; and
- (h) To perform any other duties as assigned by the seniors.

Requirements

Applicants should have:

- (a) a post-graduate degree, preferably PhD, in sports management, legal studies, or relevant science disciplines of chemicals or drugs;
- (b) a minimum of 5 years' solid working experience at supervisory level of the relevant disciplines; experience in anti-doping or laboratory field preferred;
- (c) good command of Chinese and English;
- (d) good knowledge of and working experience in common computer applications, and
- (e) good at public speaking and written communication

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 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 May 2021**. Please mark [Ref. H(HKADC)] 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.