



Under the auspices of the SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA, the Hong Kong Athlete Career & Education Programme (HKACEP) provides various supports to the athletes on career and education development. We are now looking for the right candidate to fill up of the Deputy Manager [Ref. DM(HKACEP)] post on contract basis, which is renewable subject to the prevailing conditions.

### **Duties**

The DM(HKACEP) will mainly be responsible to

- (a) assist the Office Head for implementation, execution and management of the Programme;
- (b) arrange meetings for the HKACEP Committee and provide clerical supports to the meeting;
- (c) organize official meetings with various stakeholders;
- (d) be responsible for the overall administration; including the implementation of the Retired Athletes Transformation Programme (RATP);
- (e) assist the Office Head to prepare budgets and reports to the government and various stakeholders involved;
- (f) be responsible for handling HKACEP applications;
- (g) keep track of transformation status of individual retired athletes on education, career and life skills support.
- (h) supervise the performance of all subordinates of the HKACEP & RATP Team.

### **Requirements**

Applicants should

- (a) have a recognized university degree and post-secondary qualification in Sports or Recreation Management preferred;
- (b) have at least five years' work experience, with three years solid experience in relevant fields related to the Committee work;
- (c) have experience in coaching management, sport-related committee meetings and school education preferable;
- (d) have excellent command of written and spoken Chinese and English;
- (e) be able to work under pressure and to meet deadlines;
- (f) be devoted to serve athletes and willing to work in irregular hours; and
- (g) have very good analytical, communication and supervisory skills.

All short-listed applicants will be invited to attend a written test. Successful candidate will be offered the post at a salary subject to his background and work experience.

### **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 **14 July 2021**. Please mark [Ref. DM(HKACEP)] 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.