



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA (SF&OC) is responsible for the promotion of Olympism and Sports in Hong Kong. We are now looking for suitable candidate for the post of **ASSISTANT MANAGER** under the Retired Athletes Transformation Programme (RATP) on contract basis which is renewable subject to the prevailing conditions.

Duties:

AM(RATP) will mainly be responsible:

- (a) To manage and administrate the RATP with timeline and workflow;
- (b) To assist in formulating and implementing the publicity and promotion plan for the RATP;
- (c) To assist in inviting the applications from retired athletes, NSAs and schools;
- (d) To collect and verify the applications from eligible retired athletes, NSAs and schools for the RATP in order to prepare the successful application list to HAB for consideration;
- (e) To set up and manage a database for eligible retired athletes for the RATP and update the database on half-yearly basis;
- (f) To place the NSAs' open recruitment advertisement through the database and website for retired athletes' information;
- (g) To vet payments from successful NSAs and schools before submitting to HAB for releasing funding on quarterly basis;
- (h) To prepare the progress and financial report to HAB quarterly; and
- (i) To organize the induction course for successful retired athletes enrolled in the RATP.

Requirements:

Applicants should have:

- (a) a recognized university degree or post-secondary qualifications with Sports / Physical Education / Recreation;
- (b) at least two years' experience in sports related committee work preferably;
- (c) knowledge in the Hong Kong sports development is a must;
- (d) devoted to serve athletes and willing to work in irregular hours;
- (e) good knowledge and working experience in common computer applications;
- (f) good communication and interpersonal skills and
- (g) good command in Chinese and English.

All short-listed applicants will be invited to attend the written test. Suitable candidate might be offered other similar ranking post of the Federation.

Remuneration:

The successful candidate will be offered a contract with remuneration package of 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, while the commencing salary will be commensurate with qualifications and experience. Fringe benefits include mandatory provident fund, paid leave, medical and employee's insurance.

Application:

Interested parties please send full resume with current and expected salary to the Hon. Treasurer of SF&OC by post (Address: 2/F Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong) **on or before 15 February 2022**. Please mark "**Application for AM(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.