



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA (Federation) is responsible for the promotion of Olympism and Sports in Hong Kong. We are now looking for the right candidates to fill up of the following posts on contract basis, which is renewable subject to the prevailing conditions.

Post 1: Manager of Hong Kong Athletes Career & Education Programme Office [Ref. M(HKACEP)]

The M(HKACEP) will be responsible for

- (i) the development and budgeting of the Programme and implementation of all HKACEP existing supporting items including new items and the overall supervision;
- (ii) implementation, execution and management of the Programmes, including the “Retired Athletes Transformation Programme” by HAB, Olympism education, internship programme, life skills training programme, re-training programme and Sports Legacy Scheme;
- (iii) liaison with various stakeholders; and
- (iv) marketing, publicity, reporting and research of the Programmes.

Applicants should have:

- (i) a recognized University degree or Post-secondary qualifications with Sports / Physical Education / Recreation / BBA / Counselling / Social Work as one of the subjects studied preferable;
- (ii) a minimum of 10 years’ solid experience in the field of sports with at least 5 years in management level, preferably with experience in Secretariat work;
- (iii) conversant with latest local and international sports development;
- (iv) strong networking with athletes, coaches, NSAs, HKSI, education institution, universities, charity foundations, commercial sectors and IOC TOP partners;
- (v) devotion to athlete’s development and willing to work for irregular hours;
- (vi) to be a team player with excellent interpersonal and presentation skills;
- (vii) to work independently and willing to accept new challenge; and
- (viii) excellent command of English, Chinese and Putonghua.

Post 2: Deputy Manager (Marketing & Community Relations) [Ref. DM(MCR)]

The DM(MCR) will mainly be responsible to:

- (i) develop and oversee the program to implement the PR strategy of the Federation;
- (ii) supervise the delivery of the programme under the Team;
- (iii) seek collaboration opportunities with potential partners and sponsors;
- (i) liaise and provide PR support to organizations under co-operation agreements (especially for multi-sports Games and local events) at working level;
- (v) keep close connection with the Community and provide support in community promotion;
- (vi) keep effective linkage with the Media and NSA PR Team; and
- (vii) oversee the publishing of Olympic Voice and Annual Report of the Federation.

Applicants should have:

- (i) a recognized university degree majoring in Marketing / Communication;
- (ii) six years of solid experience in marketing / event management in a reputable organization;
- (iii) excellent command of written and spoken Chinese and English; and
- (v) strong communication and interpersonal skills.



Post 3: Assistant Manager (Games & Events) [Ref. AM(GE)]

The AM(GE) will be responsible for

- (i) preparing Hong Kong's participation in multi-sports Games on budgeting, selection, entries, logistics arrangement and the actual participation of Hong Kong delegations in the Games;
- (ii) logistics arrangement for the various meetings and official functions of the Games;
- (iii) liaison with NSAs concerned for the local event programmes; and
- (iv) preparing the logistics arrangement of various ceremonies and functions of the local events.

Applicants should have:

- (i) a recognized university degree or post-secondary qualifications in sports management/ administration/ physical education/ recreation or relevant disciplines;
- (ii) a minimum of 3 years' experience in sports related committee work;
- (iii) good knowledge of and working experience in computer applications, including database maintenance and content management system for website; and
- (iv) good command of written and spoken Chinese and English.

All short-listed applicants of the above posts will be invited to attend a written test. Successful candidates will be offered the post at a salary subject to his background and work experience. Suitable candidates may be offered other post at similar/ lower ranking in various division of the Federation.

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 11 March 2022. 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.