



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 (Olympism Education Programme)** of the Olympism Education Team [Ref. O/AO (OEP)] on contract basis, which is renewable subject to the prevailing condition.

**Duties:**

**The O/AO(OEP) will be responsible to:**

- (i) organize and execute the Olympism Education Programme, Olympism Carnival and Olympism Camp;
- (ii) assist in the Hong Kong Olympic Academy's activities;
- (iii) lead the delegations to travel to the Mainland China for the exchange programmes; and
- (iv) provide administrative support to the Team.

**Requirements:**

Applicants should have:

- (i) post-secondary qualifications, with Education/ Sports/ Recreation management or related disciplines;
- (ii) good command of both spoken and written English and Chinese, including Mandarin;
- (iii) a minimum of one year's full-time relevant experience in programme implementation and administration;
- (iv) proficiency in MS Office and Chinese typing;
- (v) be self-motivated, ability to work independently, good communication; and
- (vi) be able to travel to Mainland China.

All short-listed applicants will be invited to attend the written and computer 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 should send full resume with current and expected salaries to the Hon. Treasurer of SF&OC by post (Address: 2/F Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong) or by email at [hr@hkolympic.org](mailto:hr@hkolympic.org) on or before **11 April 2022**. Please mark [Ref. **O/AO (OEP)**] in the letter.

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.