



Under the auspices of the Sports Federation & Olympic Committee of Hong Kong, China, the SF&OC Sports Legacy Company Limited help both student and athletes who either are planning to retire or retired to pursue their dreams in sports. We are now looking for the right candidate to fill up of the post of Assistant Manager (Sports Administrator) [Ref: AM(SA)] on contract basis, which is renewable subject to the prevailing conditions.

Duties:

The AM(SA) will mainly be responsible to:

- (i) the overall administration of the Sports Legacy Scheme;
- (ii) the development of the overall training programme, suitable test battery and assisting in identification of sports talent at schools;
- (iii) the organization of seminars, workshops and life skills training to coaches and working staff of the Scheme;
- (iv) assisting in the promotion and public relations events to the Scheme; (v) managing the website and Facebook page of the Scheme; and
- (v) providing sports specific coaching at designated schools.

Requirement

Applicants should have:

- (i) a recognized university degree or post-secondary qualifications with Sports / Physical Education / Recreation;
- (ii) at least three years' work experience in sport-related fields, preferably with event management and marketing experience;
- (iii) devoted to serve athletes and willing to work in irregular hours;
- (iv) has good communication and interpersonal skills; and
- (v) good command of written and spoken Chinese and English.

All Short-listed applicants will be invited to attend a written test. Suitable candidate may be offered post of similar ranking in other divisions of the Federation.

Remuneration

Successful candidate will be appointed on contract basis with monthly basic salary 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 or by email hr@hkolympic.org on or before **14 April 2022** Please mark [Ref. AM(SA)] 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.