



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 the post of Deputy Manager of the Corporate Governance Team [Ref. DM(CG)] on contract basis, which is renewable subject to the prevailing condition.

### **Job Duties**

The DM(CG) will be responsible to:

- (i) conduct research, analyze and review of the documents from the Member Associations;
- (ii) review Member Associations' compliance with the requirements of the Olympic Charter, the Code of Ethics of IOC and Articles of Association of SF&OC, etc. and implementation of the ICAC's Best Practice Reference for Governance of National Sports Associations;
- (iii) conduct interviews with Office Bearers and key staff of Member Associations on the corporate governance review;
- (iv) prepare reports to the relevant Committee/Board/Government;
- (v) organize briefing sessions/seminars to SF&OC Member Associations for the review exercise on the governance of Member Associations;
- (vi) assist in the formulation of Code of Governance and assessment mechanism to review Member Associations' compliance with the requirements of the Olympic Charter, the Code of Ethics of IOC and Articles of Association of SF&OC, etc. and implementation of the ICAC's Best Practice Reference or Governance of National Sports Associations;
- (vii) answer questions raised by Member Associations; and
- (viii) coach and supervise subordinate staff to discharge their duties.

### **Requirements**

Applicants should have:

- (i) a recognized university degree with sports management/administration/legal/ audit or relevant disciplines preferred;
- (ii) a minimum of eight years' solid experience of administrative and liaison works in sports sector;
- (iii) experiences in corporate governance review and/or audit are preferable;
- (iv) excellent analytical skills, strong sense of responsibility, self-motivated and independent;
- (v) excellent command of both written and spoken English and Chinese; and
- (vi) good communication and interpersonal 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 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 25 July 2022. Please mark [Ref.: DM(CG)] on the envelope for applying the respective post.

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.