



Under the auspices of the Sports Federation & Olympic Committee of Hong Kong, China, the Hong Kong Anti-Doping Committee (HKADC) Office is responsible for planning and implementing the anti-doping programme in the territory. We are now looking for the right candidates to fill up of the following posts on contract basis.

**Post 1: Deputy Manager (Administration & HR) /DM(Adm)**

The DM(Adm) will mainly be responsible for the following duties:

- (i) To head the Administration and Human Resources Team of HKADC;
- (ii) To be responsible for human resources management of all HKADC staff members; to provide secretariat and administration support to the Committee; and assist the seniors in managing the staff members' recruitment including to serve as Secretary of the recruitment interview, training, appraisal, internal transfer, promotion and payroll;
- (iii) To maintain and update the record of staff members' leave, time-off-in-lieu and to monitor the annual performance appraisal mechanism for HKADC's staff;
- (iv) To provide secretariat and administration support to the Members of Committee;
- (v) To monitor and prepare for the briefing notes for chairpersons, meeting documents and also follow-up of the Annual / Other General Meetings of the HKADC;
- (vi) To set up the handbook for Human Resources and Administration; and
- (vii) To supervise the performances of the subordinates in the HKADC Office.

Applications should have:

- (i) a recognized university degree, with Human Resources / Accounting / Sports / Recreation Management preferred;
- (ii) at least six years' work experience, and a minimum of three years solid experience in the sports or government sector or subvention bodies is preferable;
- (iii) excellent command of written and spoken Chinese and English;
- (iv) able to work under pressure and to meet deadlines;
- (v) have very good analytical, communication and supervisory skills; and
- (vi) Basic accounting or IT knowledge would be an advantage.

**Post 2: Assistant Manager (Administration & Finance) / AM(Adm)**

The AM(Adm) will mainly be responsible for the following duties:

- (i) To be responsible for payments and receipts of the HKADC;
- (ii) To handle full set of accounts of the HKADC and to report to HKADC;
- (iii) To handle account and budget application for the recurrent subvention from Culture, Sports & Tourism Bureau;
- (iv) To comply with regulations, including accounting policy, procurement guidelines and terms and conditions under the Subvention Agreements and Guidelines by funding bodies for internal control and compliance purposes;
- (v) To work /communicate with assigned IT vendor to oversee and determine the operations of network and devices including routers, switches, backups, firewalls, intrusion detection and network traffic, etc; and
- (vi) To communicate with assigned IT vendor regarding routine network administration, trouble-shooting, system administration and configuration.

Applications should have:

- (i) a recognized university degree or higher diploma in accounting as one of the subjects studied, with LCC Higher Accounting or above;
- (ii) a recognized higher diploma or associate degree holder in Information Technology, Computer Science or related disciplines would be an advantage;
- (iii) a minimum of 3 years' experience in accounting field or/ and IT field; experience in handling the accounts of non-profit organization or audit experience preferred;
- (iv) proficient in handling full set accounting;
- (v) proficient in Excel, MS-word and Chinese processing;
- (vi) possess knowledge of Windows Server, VMware, Firewall configuration, Wireless network, PC hardware & software, MS office, server, storage, network, IT security management etc., would be an advantage;
- (vii) ability to work under pressure and independently and meet tight reporting schedules; and

All short-listed applicants will be invited to attend a written test.

### **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. Successful candidates will be offered the post at a salary subject to his background and work experience.

### **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 **31 October 2022**. Please mark **[Ref.: DM(Adm) or AM(Adm)]** 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.