



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** in the Hong Kong Athletes Career & Education Programme (HKACEP) Office on contract basis, which are renewable subject to the prevailing condition.

Duties

The O(HKACEP) will mainly be responsible to:

- (i) undertake administrative duties and provide secretarial support to the superiors;
- (ii) assist in the organization and coordination of education / career / life skills related events or workshops, and provision of on-site support;
- (iii) liaise with athletes, NSAs, contractors and stakeholder;
- (iv) assist in development and maintaining membership data base;
- (v) be responsible for webpage, social media design and updates; and
- (vi) support any ad hoc event and undertake any other duties as directed by the superiors.

Requirements

Applicants should have:

- (i) a recognized university / associate degree in Sports/ Physical Education/ Recreation/ Marketing or relevant disciplines;
- (ii) a minimum of one year's working experience, preferably in sports sector; government or NGO;
- (iii) good command of both written and spoken English and Chinese; and
- (iv) proficiency with Microsoft Office software, e.g., Word, Excel & PowerPoint
- (v) knowledge in Adobe Photoshop / photography / video editing software is an advantage
- (vi) familiar with various social media platforms, preferably basic knowledge in market research

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

Remuneration

Successful candidate 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 **10 January 2023**. Please mark [Ref. O(HKACEP)] in your application.

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.