



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA (SF&OC) is responsible for the promotion of Olympism and sports in Hong Kong. We are now looking for the right candidates to fill up of the following posts on contract basis, which are renewable subject to the prevailing conditions.

Post 1: Assistant Manager (Public Relations) of the Secretariat [Ref. AM(PR)]

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

- i) formulating and coordinating publicity and public relations communication strategies to publicize and promote the events and activities of SF&OC as well as international Games;
- ii) developing a brand strategy for SF&OC to promote the work and functions of SF&OC as well as sport activities to the general public;
- iii) managing website content and social media platforms for SF&OC with a view to reaching out and maintaining good relationships with the general public;
- iv) identifying areas of concern, recommending solutions and managing issues/crisis in a timely manner; preparing lines-to-take, statements and speeches where necessary;
- v) planning and producing a variety of publicity materials and supervising relevant graphic designs and content for the SF&OC website and social media platforms;
- vi) managing and working alongside outsourced service providers on large-scale promotional campaigns for major local events; and
- vii) performing any other duties as assigned.

Requirements*:

- 1) a recognized university degree, preferably in communications/public relations/journalism or a related discipline;
- 2) familiar in local media scene;
- 3) at least three years of solid experience in relevant post-qualification work experience in corporate communication, public affairs, and/or event management; possession of experience in public and/or government organizations would be an advantage;
- 4) excellent command of written and spoken Chinese and English;
- 5) excellent interpersonal skills;
- 6) self-motivated with a strong sense of responsibility, multi-tasking and time management skills; and
- 7) occasionally work outside office hours may be required.

**Candidates with less experience would be considered as Officer/ Assistant Officer.*



Post 2: Assistant Manager (Multi-media Production) of the Secretariat [Ref. AM(MP)]

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

- (i) undertaking the role as a producer to steer and oversee the production of all video and graphic elements for SF&OC social media platforms;
- (ii) planning and coordinating all video production assignments, including formulating story angles in which there is a high level of interest from the media and general public;
- (iii) supervising the production of corporate videos, event highlights, themed videos, exclusive stories featuring Hong Kong athletes, etc.; and liaising with and monitoring the work of outsourced service providers when necessary;
- (iv) developing and managing the content of SF&OC YouTube Channel and a video gallery on SF&OC website;
- (v) maintaining a video footage database for SF&OC and liaising closely with the media on the use and distribution of such footage;
- (vi) providing supervision to one Officer/Assistant Officer to perform relevant duties; and general administrative and clerical duties; and
- (vii) performing any other duties as assigned.

Requirements:

- 1) a recognized university degree, preferably in journalism/video or multi-media production/creative media or a related discipline;
- 2) at least three years of solid experience in relevant post-qualification work experience in TV or multi-media production; possession of experience in TV media, public and/or government organizations would be an advantage;
- 3) knowledge in news and feature reporting and production software; proficiency in overseeing all aspects of production;
- 4) a good team player with strong communication, presentation and interpersonal skills;
- 5) creative, self-motivated with a strong sense of responsibility, multi-tasking and time management skills; and
- 6) frequent outside work and occasional irregular working hours may be required.

Post 3: Officer/ Assistant Officer (Multi-media Production) of the Secretariat [Ref. O/AO(MP)]

The O/AO(MP) will mainly be responsible for the following duties:

- (i) undertaking technical duties and multi-media services such as filming and video editing, producing graphic designs, all post-production process, etc.;
- (ii) providing administrative support to online services, including uploading and managing video recordings on SF&OC social media platforms and website;
- (iii) compiling and analyzing the video viewing statistics;
- (iv) assisting in designing promotion materials when necessary; and
- (v) performing other general administrative and clerical duties.



Requirements:

- 1) a recognized diploma/university degree in video or multi-media production/creative media or a related discipline;
- 2) hands-on experience in video production and graphic designs;
- 3) hands-on skills in the use of non-linear video editing work station preferable in PREMIERE, AVID, PHOTOSHOP, etc.;
- 4) an active contributor who has a strong sense of responsibility and abilities to work with tight deadlines; and
- 5) frequent outside work and occasional irregular working hours may be required.

All short-listed applicants will be invited to attend a written/skills 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 **6 January 2023**. Please mark [**Ref.: AM(PR) or AM(MP) or O/AO(MP)**] on the envelope to indicate the respective post(s) you apply for.

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.