



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 **Assistant Manager (Games & Events) of the Secretariat [Ref.: AM(GE)]** on contract basis, which are renewable subject to the prevailing condition.

Duties:

The AM(GE) will be responsible for

- (i) To organise and execute including budget control of the SF&OC annual major sports programmes;
- (ii) To prepare Hong Kong's participation in multi-sports Games including budgeting, selection, entries and logistics arrangement;
- (iii) To be responsible for the organization and logistics arrangement for official functions of the annual programmes and Hong Kong, China Delegation's participation in the multi-sports Games assigned;
- (iv) To keep close liaison with the NSAs for all issues in relation to the annual programmes and participation in the multi-sports Games assigned;
- (v) To keep close liaison with appointed contractors and monitor the implementation of various SF&OC programmes; and
- (vi) To assist the seniors to prepare the meeting documents of the related SF&OC Committee and follow-up the decision made; and serve as notes takers of relevant committee meetings.

Requirements

Applicants should have:

- (i) a recognized university degree or post-secondary qualifications in sports management/ administration/ physical education/ recreation or relevant disciplines;
- (ii) a minimum of 3 years' experience in sports related committee work;
- (iii) good knowledge of and working experience in computer applications, including database maintenance and content management system for website; and
- (iv) good command of written and spoken Chinese and English.

Successful candidates will be offered the post at a salary subject to his/her 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 **10 January 2023**. Please mark **[Ref.: AM(GE)]** 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.