



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 post of **Officer/ Assistant Officer (Multi-media Production) of the Secretariat** [Ref. O/AO(MP)] on contract basis, which are renewable subject to the prevailing conditions.

Job Description

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) good command of written and spoken Chinese and English;
- 5) an active contributor who has a strong sense of responsibility and abilities to work with tight deadlines; and
- 6) 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 **14 February 2023**. Please mark **[Ref.: 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.