



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 suitable candidate for the post of **ASSISTANT MANAGER** under the Retired Athletes Transformation Programme [Ref. AM(RATP)] on contract basis which is renewable subject to the prevailing conditions.

### **Duties:**

The AM(RATP) will mainly be responsible:

- (a) To manage and administrate the RATP with timeline and workflow;
- (b) To assist in formulating and implementing the publicity and promotion plan for the RATP;
- (c) To assist in inviting the applications from retired athletes, Sports Organizations (SO) and schools;
- (d) To collect and verify the applications from eligible retired athletes, SO and schools for the RATP in order to prepare the successful application list to CSTB for consideration;
- (e) To manage a database for RATP eligible retired athletes and update the database regularly;
- (f) To place the SO / Schools' open recruitment advertisement through website or other channels for retired athletes' information;
- (g) To vet payments and reports from successful SO and schools before submitting to CSTB for releasing funding regularly;
- (h) To plan and organize on-job trainings under RATP.
- (i) To conduct site visits at SO / Schools in order to review the programme implementation;
- (j) To prepare the progress and financial report to CSTB quarterly;
- (k) To organize the induction course for successful retired athletes enrolled in the RATP; and
- (l) To coach and supervise subordinate staff to discharge his / her duties.

### **Requirements:**

Applicants should have:

- (a) a recognized university degree in Sports / Physical Education / Recreation or equivalent qualification with strong sports background;
- (b) at least four years' working experience in schools / sports sector;
- (c) knowledge in the Hong Kong sports development is a must;
- (d) strong sense of responsibility, self-motivated, independent and devoted to serve athletes;
- (e) good communication and interpersonal skills
- (f) knowledge in computer applications i.e. MS Office; and
- (g) good command in Chinese and English.

All short-listed applicants will be invited to attend the written test. Suitable candidate might be offered other similar ranking post of the Federation.

### **Remuneration:**

The successful candidate will be offered a contract with remuneration package of 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, while the commencing salary will be commensurate with qualifications and experience. Fringe benefits include mandatory provident fund, paid leave, medical and employee's insurance. Successful candidate 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 **on or before 17 March 2023**. Please mark "[Ref.AM(RATP)]" in the 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.