



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 (Media) of the Secretariat [Ref. AM(Media)]

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

- i) providing media liaison and support services, including but not limited to preparing press releases and speeches, coordinating interviews and publicity-related activities to facilitate media coverage of SF&OC events and activities as well as international Games;
- ii) monitoring news, providing daily news clipping services and identifying areas of concern in a timely manner;
- iii) planning and producing a variety of publicity and communication materials, including SF&OC Annual Report and the Olympic Voice;
- iv) managing the content and Photo Gallery of SF&OC website, with a view to providing up-to-date information to the media and the general public;
- v) facilitating the media and other parties on the use of SF&OC photos and handling copyright issues;
- vi) liaising closely with outsourced service providers on the provision of photographic and media support services; 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 journalism, 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.

Post 2: Officer/ Assistant Officer (PR) of the Secretariat [Ref. O/AO(PR)]

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

- (i) assisting in coordinating publicity and public relations communication strategies to publicize and promote SF&OC events and activities as well as international Games;
- (ii) assisting in 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) assisting in 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) assisting in preparing lines-to-take, statements and speeches where necessary;
- (v) producing a variety of publicity materials, graphic designs and content for the SF&OC website and social media platforms;
- (vi) working alongside outsourced service providers on large-scale promotional campaigns for major local events; and
- (vii) performing other general administrative and clerical duties.



Requirements:

- 1) a recognized diploma/university degree, preferably in communications/public relations/journalism or a related discipline;
- 2) hands-on experience in simple graphic designs;
- 3) experience in relevant post-qualification work experience in journalism, corporate communication, public affairs, and/or event management; possession of experience in public and/or government organizations would be an advantage;
- 4) good command of written and spoken Chinese and English;
- 5) good interpersonal skills and abilities to actively contribute with a strong sense of responsibility to work with tight deadlines; and
- 6) occasional outside work and 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/skill 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 **8 March 2023**. Please mark **[Ref.: AM(Media) or O/AO(PR) 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.