

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 **Officer / Assistant Officer** in the Hong Kong Athletes Career & Education Department (HKACED) on contract basis, which are renewable subject to the prevailing condition.

### **Duties**

The O/AO(HKACED) will mainly be responsible to:

- (i) To assist the superiors for implementation, execution and general administration of the Programme;
- (ii) To assist in organizing official meetings with various stakeholders including the government, corporate, educational sectors, NSAs, athletes, coaches and parents;
- (iii) To assist the general clerical work of the HKACED Office;
- (iv) To assist in the organization of education / career related seminars, workshops, life skills training and Ambassador Programme;
- (v) To keep record of individual applications;
- (vi) To assist in development and maintaining the HKACED data base of local elite athletes and retired athletes; and
- (vii) To be responsible to answer enquiry from general public.

### **Requirements**

Applicants should have:

- (i) a recognized university degree or higher diploma in Sports/ Physical Education/ Recreation or relevant disciplines/ associate degree in Sports/ Physical Education/ Recreation as one of the subjects studied;
- (ii) a minimum of one year's working experience, preferably in sports sector; government or NGO;
- (iii) good command of both written and spoken English and Chinese; and
- (iv) good knowledge of and working experience in common computer applications.

All short-listed applicants will be invited to attend a written and computer test. Suitable candidate may be offered similar post of similar ranking in other divisions of the Federation.

### **Remuneration**

Successful candidate 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 **12 May 2023**. Please mark [Ref. O/AO(HKACED)] on the letter.

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.