

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 the post of Assistant Manager of the Corporate Governance Team [Ref. AM(CG)] on contract basis, which is renewable subject to the prevailing conditions.

### **Job Duties**

The AM(CG) will be required to:

- (i) provide secretariat and administration support to the Corporate Governance Team;
- (ii) assist to collate the findings and observations obtained from the corporate governance review of Member Associations including the Articles of Associations and areas covering the composition of executive boards and election mechanisms, financial reporting and auditing compliances, selection of athletes and appeal mechanism, etc.;
- (iii) assist to review Member Associations' compliance with the requirements of the Olympic Charter, the Code of Ethics of IOC and Articles of Association of SF&OC, etc.;
- (iv) assist to liaise with Office Bearers and key staff of Member Associations on the implementation of the Code of Governance;
- (v) assist to organize briefing sessions or seminars to enhance the awareness of Member Associations on corporate governance; and
- (vi) assist to answer questions raised by Member Associations.

### **Requirements**

Applicants should have:

- (i) a recognized university degree with sports management/administration/legal/audit or relevant disciplines preferred;
- (ii) at least three years' experience in administrative and liaison works;
- (iii) working experiences in sports related committee and/or audit works and knowledge in the Hong Kong sports development are advantages;
- (iv) good knowledge and working experience in common computer applications;
- (v) good command of both written and spoken English and Chinese; and
- (vi) good communication and interpersonal skills.

### **Remuneration**

Successful candidates will be appointed on contract basis with monthly basis 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 23 June 2023. Please mark [Ref.: AM(CG)] 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.