



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA (SF&OC) is responsible for the promotion of Olympism and sports in Hong Kong. The HONG KONG OLYMPIC FAN CLUB under the purview of SF&OC is now looking for the right candidates to fill up of the following posts on a 24-month contract basis to coordinate and manage a brand-new project under the Funding Scheme for Youth Positive Thinking Activities by HKSAR Government.

Post 1: Project Officer of the Hong Kong Olympic Fan Club [Ref. PO(OFC)]

The PO(OFC) will mainly be responsible for the following duties:

- i) formulating strategies for a Government subvented youth positive thinking project which aims at promoting the awareness of young people's physical and mental well-being, nurturing positive thinking and cultivating positive values amongst young people through a mentor programme and various sports-related event and activities;
- ii) coordinating and managing the entire project, including but not limited to event planning, recruitment of participants, regular evaluation and assessment of the events and activities, etc.;
- iii) developing and organising learning activities including site visits and study tours;
- iv) managing the entire project to ensure that the events and activities to be carried out by phases are completed on time, within budget and in accordance with the required quality standards;
- v) coordinating and hosting frequent meetings with various parties and stakeholders for the events and activities under the project;
- vi) preparing written summaries, financial reports and statistics on a regular basis to keep track of the progress of the project;
- vii) identifying areas of concern, recommending solutions and improvement in a timely manner; and
- viii) performing any other duties as assigned.

Requirements:

- 1) a recognized university degree preferably in social services, event planning and/or management, education, communications or a related discipline;
- 2) at least one year of solid experience in relevant post-qualification work experience in social services, event planning and/or management, education, communications or related fields; possession of experience in public and/or government organisations would be an advantage;
- 3) excellent command of written and spoken Chinese and English;
- 4) excellent interpersonal skills;
- 5) self-motivated with a strong sense of responsibility, multi-tasking and time management skills; and
- 6) irregular working hours at weekends and occasional travel outside of Hong Kong may be required.



Post 2: Project Assistant of the Hong Kong Olympic Fan Club [Ref. PA(OFC)]

The PA(OFC) will mainly be responsible for the following duties:

- i) assisting in formulating learning events and activities for participants of a Government subvented youth positive thinking project which aims at promoting the awareness of young people's physical and mental well-being, nurturing positive thinking and cultivating positive values amongst young people through a mentor programme and various sports-related event and activities;
- ii) coordinating with counter-parties and organise activities, including handling the logistics such as venue booking, preparation of promotional materials, etc.;
- iii) providing clerical support to the Project Officer, including handling enrollment and expenses, and maintaining all relevant records in good order; and
- iv) performing any other duties as assigned.

Requirements:

- 1) a recognized diploma/university degree preferably in social services, event planning and/or management, education, communications or a related discipline;
- 2) fresh graduates will be considered; possession of experience in social services, event planning and/or management, public and/or government organisations would be an advantage;
- 3) good command of written and spoken Chinese and English;
- 4) good interpersonal skills;
- 5) self-motivated with a strong sense of responsibility, multi-tasking and time management skills; and
- 6) irregular working hours at weekends and occasional travel outside of Hong Kong may be required.

All short-listed applicants will be invited to attend a written/computer test.

Remuneration

Successful candidates will be appointed on a 24-month contract basis with fixed monthly salary during the contract period. 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 **21 July 2023**. Please mark **[Ref.: PO(OFC) or PA(OFC)]** 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.