



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 candidate to fill up of the post of **Assistant Manager (AM)** in the Hong Kong Athletes Career & Education Department (HKACED) Office on contract basis, which is renewable subject to the prevailing condition.

#### **Duties:**

AM (HKACED) will mainly be responsible:

- (a) To be responsible for education and scholarship programme including the liaison with athletes, corporations, schools and other organisations, preparation of presentation material and other related collaterals;
- (b) To conduct education workshops and seminars to various stakeholders;
- (c) To vet and follow up with athletes on education scholarship applications and supervise their progress including course enrolment, study progress and course fee reimbursement, etc;
- (d) To be responsible for application and organizing related activities by education partners;
- (e) To be responsible for plan and organization of life skills training programme including the liaison with athletes, corporations, and other organizations, enrollment, promotional materials, and post event survey etc.;
- (f) To prepare meeting papers related to scholarship and life skills training programme;
- (g) To update and manage scholarship and life skills training programme related database regularly;
- (h) To oversee the Ambassador Programme (AP) and supervise subordinate on AP recruitment, induction training, on-site support, payment and pre/post event promotion, etc;
- (i) To be responsible for the planning, management and supervision of internship programme;
- (j) To prepare the progress and financial report to CSTB quarterly;
- (k) To assist in the content preparation of SF&OC, HKACED promotional materials;
- (l) To arrange meetings with potential corporations and provide clerical supports including notes taking and minutes preparation; and
- (m) To perform any other duties as assigned by the seniors.

#### **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.

#### **Application:**

Interested parties please send full resume with current and expected salary to the Hon. Treasurer of SF&OC by post (Address: 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong) **on or before 11 August 2023**. Please mark "**Application for AM (HKACED)**" on the envelope.

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.