



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 following posts in the Corporate Governance Team on contract basis, which is renewable subject to the prevailing conditions.

**Post 1: Assistant Manager (Corporate Governance) [Ref.: AM(CG)]**

The AM(CG) will report to Deputy Manager (Corporate Governance) and be required to:

- (i) provide secretariat and administration support to 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 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 in the implementation of the Code of Governance for National Sports Associations;
- (v) assist to liaise with Office Bearers and key staff of Member Associations on the implementation of the Code of Governance;
- (vi) assist to organize briefing sessions/seminars/workshops to enhance the awareness of Member Associations on corporate governance;
- (vii) answer questions raised by Member Associations; and
- (viii) perform any other duties as directed by senior officers.

Applicants should have:

- (i) a recognized university degree with management / administration / compliance or relevant disciplines preferred;
- (ii) at least three years' experience in administrative and liaison works; candidate with less working experience will be considered for lower position;
- (iii) working experiences in sports related committee and knowledge in the Hong Kong sports development are of advantage;
- (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.

**Post 2: Assistant Manager (Complaint Handling) [Ref.: AM(CH)]**

The AM(CH) will report to Deputy Manager (Corporate Governance) and be required to:

- (i) handle public complaints against Member Associations of SF&OC in a professional and efficient manner;
- (ii) review investigation reports submitted by Member Associations and promptly report the findings to senior management;
- (iii) reply to complainants with the results/findings of Member Associations in a timely and accurate manner;
- (iv) investigate any complaints as directed by senior officers and make conclusion with recommendations after investigation;
- (v) assist senior officers to seek legal advice for cases involving contentious, serious and/or sensitive issues;
- (vi) conduct analysis of complaint trends and nature to find out the root cause of complaints and make recommendations on how to minimize them;
- (vii) regular review complaint handling procedures;
- (viii) supervise subordinates under his/her command with regard to their conduct and work performance; and
- (ix) perform any other duties as directed by senior officers.

Applicants should have:

- (i) a recognized university degree with management/administration or relevant disciplines preferred;
- (ii) at least three years' experience in administrative and liaison works; candidate with less working experience will be considered for lower position;

- (iii) working experiences in sports related committee and knowledge in the Hong Kong sports development are of advantage;
- (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.

### **Post 3: Officer (Complaint Handling) [Ref.: O(CH)]**

The O(CH) will report to Assistant Manager (Complaint Handling) and be required to:

- (i) handle public complaints under the guidance of the Assistant Manager (Complaint Handling);
- (ii) refer complaints received from the general public to respective Member Associations for investigation and follow-up;
- (iii) assist the Assistant Manager (Complaint Handling) to investigate any complaints as directed by senior officers and make conclusion with recommendations after investigation;
- (iv) prepare replies to the complainants with the results/findings of Member Associations in a timely and accurate manner;
- (v) assist the Assistant Manager (Complaint Handling) to conduct research and analysis of complaint trends and nature;
- (vi) ensure accurate recording, tracking, filing and monitoring of all complaints handling by Team;
- (vii) compile returns, report and ensure that all documents or records under his/her control are properly kept; and
- (viii) perform any other duties as directed by senior officers.

Applicants should have:

- (i) a recognized university degree with management / administration or relevant disciplines referred;
- (ii) at least two years' experience in administrative and liaison works; candidate with less working experience will be considered for lower position;
- (iii) working experiences in sports related committee and knowledge in the Hong Kong sports development are of advantage;
- (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.

All short-listed applicants will be invited to attend a written test. Successful candidate will be offered the post at a salary subject to his background and work experience.

### **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 **18 August 2023**. Please mark respective [Ref.] on the letter 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.