



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 candidate to fill up of the post of **Project Assistant of the Hong Kong Olympic Fan Club [Ref. PA(OFC)]** 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.

Duties:

The PA(OFC) will be mainly 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:

Applicants should have:

- 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 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 **18 August 2023**. Please mark **[Ref.: PA(OFC)]** on the letter 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.