



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 of the post of **Officer/ Assistant Officer in Secretariat [Ref. O/OA(FS)]** on contract basis, which is renewable subject to the prevailing condition.

Duties:

The O/OA(FS) will be mainly responsible:

- (i) To assist the senior officers in preparing Hong Kong Delegation's participation in multi-sport Games;
- (ii) To prepare the accreditation applications, entries by name, entries by number, undertaking, arrival and departure etc;
- (iii) To assist in uniform ordering and air-tickets reservation for members of the Delegation;
- (iv) To assist in the production and delivery of the souvenir programme;
- (v) To assist in the organization of SF&OC annual local events;
- (vi) To liaise with LCSD and NSAs for all issues in relation to the FOS such as venue bookings and NSA's submission of FOS questionnaires; and
- (vii) To monitor the regular reporting of individual activities organized by NSAs and district organizations in the annual FOS, if any.

Requirements:

Applicants should have:

- (i) a recognized university degree or equivalent in sports management/ administration / Physical Education or relevant disciplines; as one of the subjects studied is preferable;
- (ii) a minimum of one year's work experience in sports sector or government is preferable; and
- (iii) good command of written and spoken Chinese and English.

All short-listed applicants will be invited to attend a written and computer test. Suitable candidates may be offered other post at similar ranking in other division of the Federation. Successful candidates will be offered the post at a rank subject to his background and work experience.

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 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.: O/OA(FS)] 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.