



港協暨奧委會奧夢成真有限公司  
SF&OC SPORTS LEGACY COMPANY LIMITED

The SF&OC Sports Legacy Company Limited, the affiliated company of the Sports Federation & Olympic Committee of Hong Kong, China, aims to develop the sports potential of underprivileged students through a team of dedicated athletes. We are now looking for the right candidate to fill up of the post of **Officer (SLCL) [Ref. O(SLCL)]** for a 5-year project on contract basis, which is renewable subject to the prevailing condition.

**Duties:**

The O(SLCL) will be responsible for the following duties:

- (a) Assist in providing support on organisation, logistics arrangement, on-site support and conducting survey and evaluation of project activities including but not limited to seminar, workshop, promotion campaign, competition, training programme etc.;
- (b) Assist in liaising and maintaining positive relationships with various stakeholders, including but not limited to the Hong Kong Jockey Club Charities Trust (the Trust), government, universities and schools, and private organizations;
- (c) Provide general clerical support for the programme, including procurement, accounting and filing, etc.
- (d) Assist in promotion and public relations campaign, including drafting contents for the official website and social media pages;
- (e) Assist in assets and inventory storage, equipment logistics and provide general clerical support including accounting, procurement and filing etc.; and
- (f) Perform any other duties as assigned by the seniors.

**Requirements:**

Applicants should have:

- (a) a recognized university degree in Sports / Physical Education / Recreation / Business / Marketing or equivalent qualification with sports background;
- (b) at least two 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.



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**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 18 August 2023.** Please mark “**Application for O(SLCL)**” 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.