



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 seeking a highly motivated and experienced **Deputy Manager (SLCL) [Ref. DM(SLCL)]** to oversee and monitor a 5-year project on contract basis, which is renewable subject to the prevailing condition.

Duties:

The DM(SLCL) will work closely with the Project Advisory Committee to ensure the project progress is delivered on time and within budget. The DM will be responsible for the following duties:

- (a) Act as project lead to oversee and monitor the project activities including but not limited to seminar, workshop, promotion campaign, competition, training programme etc., ensuring they are in line with the project plan and meet quality standards;
- (b) Liaison, develop and maintain positive relationships with various stakeholders, including but not limited to the Hong Kong Jockey Club Charities Trust (the Trust), government departments, universities and schools, private organizations, trainers and coaches;
- (c) Ensure project resources are properly allocated and utilized efficiently;
- (d) Participate in regular project meetings, provide clerical support to the Project Advisory Committee, updates on project progress and prepare meeting reports;
- (e) Prepare regular progress and financial report to the management and the Trust;
- (f) Provide leadership and guidance to project team members, ensuring they are motivated and focused on achieving project deliverables;
- (g) Ensure compliance with relevant policies, regulations, and procedures;
- (h) Develop and maintain a proper finance record including assets and inventory storage, equipment logistics, accounting, procurement and filing etc.; and
- (i) 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 strong sports background;
- (b) at least eight years' working experience, with event and marketing experience;
- (c) knowledge in the Hong Kong sports development is a must;
- (d) good interpersonal and stakeholder management skills, strong sense of responsibility, self-motivated, analytical thinker and ability to work independently;
- (e) knowledge in computer applications i.e. MS Office; and
- (f) 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.



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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 15 September 2023.** Please mark "**Application for DM (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.