

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 on contract basis, which is renewable subject to the prevailing conditions.

Post 1: Officer / Assistant Officer of Marketing & Community Relations Team [Ref. O/AO (MCR)]

The O/AO(MCR) will mainly be responsible to:

- (i) provide administrative support to the Team;
- (ii) maintain the record management and stock management of the Team;
- (iii) prepare the procurement of items and/or services for the programmes of the Team;
- (iv) prepare simple graphic or materials for PR campaign of the Federation in social media; and
- (v) To perform any other duties as assigned by the seniors.

Applicants should have:

- (i) a recognized university degree in Marketing, Communication, Business Administration or related disciplines;
- (ii) at least one years' work experience;
- (iii) good knowledge in computer applications (MS Word, Excel, PowerPoint and Chinese Word Processing, Adobe Photoshop or related design software);
- (iv) good command of written and spoken Chinese and English.

Post 2: Officer / Assistant Officer (Olympism Education Programme) [Ref. O/AO (OEP)]

The O/AO(OEP) will be responsible to:

- (i) To organize and execute the Olympism Education Programme, Olympism Carnival and Olympism Camp;
- (ii) To assist in the Hong Kong Olympic Academy's activities;
- (iii) To lead the delegations to travel to the Mainland China for the exchange programmes;
- (iv) To provide administrative and logistic support to the Team;
- (v) To organize fixtures and manage the stocks of the Team;
- (vi) To perform any other duties as assigned by the seniors.

Applicants should have:

- (i) post-secondary qualifications, with Education/ Sports/ Recreation management or related disciplines;
- (ii) good command of both spoken and written English and Chinese, including Mandarin;
- (iii) a minimum of one year's full-time relevant experience in programme implementation and administration;
- (iv) proficiency in MS Office and Chinese typing;
- (v) be self-motivated, ability to work independently, good communication; and
- (vi) be able to travel to Mainland China.

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 candidate for will be offered the post at a rank subject to his/her 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 salaries 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 **6 October 2023**. Please mark respective [Ref.] on the letter for applying the respective post. If you have already applied for the post in the past, please do not apply again.

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.