



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 post of **Manager of Marketing and Community Relations Division of the Federation** [Ref. M(MCR)] on contract basis, which is renewable subject to the prevailing conditions.

Job Duties

The main duties of the M(MCR) include:

- i) heading and be responsible for the overall supervision of the Marketing and Community Relations Division's day-to-day operation;
- ii) overseeing the formulation and implementation of corporate communication strategies and publicity programmes for SF&OC, including community outreach via the unit of the Hong Kong Olympic Fan Club, collaborations with various sponsors and government organisations, etc.;
- iii) providing advice on matters relating to marketing and public relations of SF&OC events and activities, as well as international multi-sports games;
- iv) identifying areas of concern, recommending solutions and managing issues/crisis in a timely manner;
- v) formulating and executing plans to use social media and website for public engagement;
- vi) supervising multi-media production services for SF&OC events and activities, and coordinating public access to such information; and
- vii) performing any other duties as assigned.

Requirements*:

Applicants should have:

- (i) a recognized university degree, preferably in communications/public relations/journalism or a related discipline;
- (ii) have substantial and relevant experience in journalism, publicity, multi-media and public education services, or equivalent. Familiar in local media scene is a must;
- (iii) have working experience in a sizable or public organisation;
- (iv) excellent command of written and spoken Chinese and English;
- (v) excellent management, interpersonal and problem-solving skills;
- (vi) with the ability to deal effectively with a wide spectrum of work and people; and
- (vii) occasionally work outside office hours may be required.

*Candidates with less experience would be considered as Deputy Manager.

Where a large number of applicants meet the specified entry requirements, the Secretariat may devise further criteria to shortlist applicants. Shortlisted applicants may be required to attend a written test.

Remuneration

The successful candidate 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. The successful candidate 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 **10 November 2023**. Please mark [Ref.: M(MCR)] on the envelope for applying the respective post.

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.

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 post of **Assistant Manager (Games & Events)** [Ref. AM(GE)] on contract basis, which is renewable subject to the prevailing conditions.

Duties

The AM(GE) will be responsible:

- (i) preparing Hong Kong's participation in multi-sports Games on budgeting, selection, entries, logistics arrangement and the actual participation of Hong Kong delegations in the Games;
- (ii) logistics arrangement for the various meetings and official functions of the Games;
- (iii) liaison with NSAs concerned for the local event programmes; and
- (iv) preparing the logistics arrangement of various ceremonies and functions of the local events.

Requirements

Applicants should have:

- (i) a recognized university degree or post-secondary qualifications in sports management/ administration/ physical education/ recreation or relevant disciplines;
- (ii) a minimum of 3 years' experience in sports related committee work;
- (iii) good knowledge of and working experience in computer applications, including database maintenance and content management system for website; and
- (iv) good command of written and spoken Chinese and English.

All short-listed applicants will be invited to attend a written 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

The successful candidate 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 **10 November 2023**. Please mark [Ref. AM(GE)] on the letter.

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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 post of **Officer / Assistant Officer (Olympism Education Programme) [Ref. O/AO (OEP)]** on contract basis, which is renewable subject to the prevailing conditions.

Duties

The O/AO(OEP) will be responsible:

- (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.

Requirement

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

The successful candidate 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 **10 November 2023**. Please mark [Ref. O/AO(OEP)] on the letter.

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