



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 Assistant Manager (Education) in the Hong Kong Athletes Career & Education Department (HKACED) [Ref.: AM(HKACED)] on contract basis, which are renewable subject to the prevailing condition.

Duties

The AM(HKACED) will mainly be responsible for the development of the HKACED including:

1. To be responsible to manage the education programmes (i.e. education scholarship application) and workshops to the athletes acquiring knowledge for their integration into the society;
2. To assist in planning and implementing various initiatives to equip the athletes on education and training;
3. To conduct survey and consultation services to athletes in terms of life planning, education and other area;
4. To be responsible to coordinate with EF English Centers in regard to handle athletes' course application, organise press conference and life club activities;
5. To be responsible to manage Ambassador Programme and liaise with all stakeholders;
6. To assist in coordinating the "Stars to Shine" Mentorship Programme with stakeholders and organising events such as company visits, etc.;
7. To arrange meetings with potential corporations and provide clerical supports including notes taking and minutes preparation;
8. To be responsible to conduct HKACED introductory presentations and community outreach promotions to stakeholders;
9. To be responsible to answer enquiry from general public; and
10. To perform any other duties as assigned by the seniors.

Requirements

Application should have:

- (i) a recognized university degree or post-secondary qualifications with sports management/ administration/ physical education/ recreation or relevant disciplines;
- (ii) at least three years' experience in sports related committee work preferably;
- (iii) knowledge in the Hong Kong sports development is a must;
- (iv) devoted to serve athletes and willing to work in irregular hours;
- (v) good knowledge and working experience in common computer applications;
- (vi) good communication and interpersonal skills and
- (vii) good command in Chinese and English.

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

Remuneration

Successful candidates will be appointed on contract basis with 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. Fringe benefits include MPF, medical, paid leave and employee's insurance. Successful candidate will be offered the post at a salary subject to the 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 **2 April 2024**. Please mark **[Ref.: AM(HKACED)]** on the letter to indicate the post 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.