



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 candidates to fill up the following posts on contract basis, which is renewable subject to the prevailing conditions.

**Post 1: Deputy Manager (Games & Events) [Ref. DM(GE)]**

The DM(GE) will be responsible:

- (i) organize the SF&OC annual sports programmes of the Federation;
- (ii) organize and prepare for Hong Kong, China Delegation's participation in the multi-sports Games and oversee the organization of Games related meetings and ceremonies;
- (iii) assist the seniors in the execution of the sponsorship programmes in relation to the Hong Kong, China Delegation's participation in multi-sports Games; and
- (iv) assist the seniors in the execution of the sponsorship programmes in relation to SF&OC annual sports programme.

Applicants should have:

- (i) a recognized university degree, with Sports or Recreation Management preferred;
- (ii) at least six years' work experience and with a minimum of three years solid experience in sports sector or government;
- (iii) excellent command of written and spoken Chinese and English;
- (iv) able to work under pressure and to meet deadlines; and
- (v) have very good analytical, communication and supervisory skills.

**Post 2: Assistant Manager (Games & Events) [Ref. AM(GE)]**

The AM(GE) will be responsible for

- (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.

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. Successful candidate will be offered the post at a salary subject to his background and work experience.*

**Remuneration**

The 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 May 2024**. Please mark respective [Ref. DM(GE) or AM(GE)] on the letter 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.