



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 of the Secretariat [Ref. AM(FS)]** on contract basis, which is renewable subject to the prevailing conditions.

Job Duties

The AM(FS) will be responsible:

- (1) To assist the Chief Executive and Senior Manager of the Secretariat in managing ad-hoc administrative matters as-and-when required;
- (2) To support the review of the Articles of Association of the Federation;
- (3) To support the review of policies and procedures of the Federation, including the election mechanism of Officers;
- (4) To provide secretariat support to the Federation's Committees / Panels upon the advice of the seniors;
- (5) To provide support to various issues related to membership matters upon the advice of the seniors;
- (6) To coordinate training and development for staff and member associations of the Federation when the need arises;
- (7) To manage ad-hoc project as assigned by seniors; and
- (8) To perform any other duties as assigned by the seniors.

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/ training/ policy development;
- (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.

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

Remuneration

The successful candidate(s) 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 **31 May 2024**. Please mark respective mark **[Ref.: AM(FS)]** on the envelope 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.