



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 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 for plan and organization of life skills training and career related programme including the liaison with athletes, corporations, and other organizations, enrollment, promotional materials, and post event survey etc.;
2. To conduct survey and consultation services to athletes in terms of life planning, career, education and other area;
3. To oversee the Ambassador Programme (AP) and supervise subordinate on AP recruitment, induction training, on-site support, payment and pre/post event promotion, etc;
4. To oversee the "Stars to Shine" Mentorship Programme with stakeholders and organising events such as company visits, etc;
5. To prepare meeting papers related to career and life skills training programme;
6. To prepare, execute and monitor the annual budgets related to career and life skills training programme;
7. To update and manage career and life skills training programme related database regularly;
8. To arrange meetings with potential corporations and provide clerical supports including notes taking and minutes preparation;
9. To prepare the progress and financial report to CSTB quarterly;
10. To be responsible to answer enquiry from general public; and
11. 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. Suitable candidate might be offered other similar ranking post of the Federation.

### **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. 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.