



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

Job Duties

The O/AO(FS) will be responsible to:

- (i) To assist the senior officers in preparing Hong Kong Delegation's participation in multi-sport Games;
- (ii) To prepare the accreditation applications, entries by name, entries by number, undertaking, arrival and departure etc;
- (iii) To assist in uniform ordering and air-tickets reservation for members of the Delegation;
- (iv) To assist in the production and delivery of the souvenir programme;
- (v) To assist in the organization of SF&OC annual local events; and
- (vi) To liaise with the contractors for the production of all related promotional and production materials for the annual programmes and multi-sports Games assigned;
- (vii) To provide administrative support to the Division; and
- (viii) To perform any other duties as assigned by the seniors.

Requirement

Applicants should have:

- (i) a recognized university degree or equivalent in sports management/ administration / Physical Education or relevant disciplines; as one of the subjects studied preferable;
- (ii) a minimum of one year's work experience in sports sector or government preferable;
- (iii) good command of written and spoken Chinese and English.

All short-listed applicants will be invited to attend a written and typing test. Suitable candidates may be offered other post at similar ranking in other division 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 on or before 14 June 2024. Please mark respective [Ref. O/AO(FS)] 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.