



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 **Officer/ Assistant Officer of the Hong Kong Athletes Career & Education Department [Ref. O/AO(HKACED)]** on contract basis, which is renewable subject to the prevailing conditions.

Duties

The O/AO(HKACED) will be mainly responsible for the following duties:

- (i) To assist the superiors for implementation, execution and general administration of the HKACED;
- (ii) To assist in organizing official meetings with various stakeholders including the government, corporate, educational sectors, NSAs, athletes, coaches and parents;
- (iii) To assist the general clerical work of the HKACED;
- (iv) To assist in the organization of education / career related seminars, workshops, life skills training and Ambassador Programme;
- (v) To keep record of individual applications;
- (vi) To assist in development and maintaining the HKACED data base of local elite athlete and retired athletes; and
- (vii) To be responsible to answer enquiry from general public.

Requirements

Applicants should have:

- (i) a recognized university degree or higher diploma in Sports/ Physical Education/ Recreation or relevant disciplines/ associate degree in Sports/ Physical Education/ Recreation as one of the subjects studied;
- (ii) a minimum of one year's working experience, preferably in sports sector; government or NGO;
- (iii) good command of both written and spoken English and Chinese; and
- (iv) good knowledge of and working experience in common computer applications.

All short-listed applicants will be invited to attend a written and computer test. Suitable candidates may be offered other post at similar ranking in other divisions of the Federation.

Remuneration

Successful candidate will be appointed on contract basis with fixed monthly salary during the contract period. Fringe benefits include MPF, medical, paid leave and employee's insurance. Successful candidate will be offered the post at a salary subject to his 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 **17 June 2024**. Please mark **[Ref.: O/AO(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.