



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 high calibre candidate with excellent interpersonal and leadership skills for the post of **Chief Executive / Executive Director** of the Federation on contract basis, which is renewable subject to the prevailing conditions.

Duties:

The Chief Executive will mainly be responsible for the following duties:

- (i) To work with the Officers (Board of Directors) and Committee Chairs to execute the Federation’s overall strategy and implementation plans;
- (ii) To assume overall responsibility and supervise the work of all Offices including the Federation Secretariat, the Management Company of Olympic House Limited (MCOHL), the Offices of the Hong Kong Athletes Career and Education Department (HKACED); the Corporate Governance Team and the Marketing Communications & Public Relations Division; and the affiliated companies of the Federation (including the Hong Kong Olympic Fan Club Limited and SF&OC Sports Legacy Company Limited);
- (iii) To coordinate strategic plans of all Offices of the Federation to accomplish the overall objectives and mission of the Federation;
- (iv) To ensure the Federation’s governance and administration are of high integrity and comply with applicable guidelines and regulations;
- (v) To ensure effective and efficient resource allocation, utilization and management for all Offices of the Federation;
- (vi) To maintain and cultivate good relationships with stakeholders and sponsors to meet fundraising needs and to ensure resource growth;
- (vii) To prepare comprehensive plans and updates for the Board and Committee Meetings; and
- (viii) To serve as Secretary for core committees under the Federation as assigned by the Officers (Board of Directors).

Requirements:

The applicant should:

- (i) be passionate about sports and international multi-sports Games, including but not limited to the Olympic Games;
 - (ii) have over 20 years of post-graduate work experience with at least 10 years at senior management level in renowned or sizable organizations;
 - (iii) have a recognized university degree, preferably with a higher degree and professional membership with management-related institutes;
 - (iv) have an excellent command of written and spoken English and Chinese (preferably including Putonghua);
 - (v) be familiar with the operations of government, non-governmental organization, sports sector and community building projects;
 - (vi) possess strong capabilities in estate management, general management, strategic planning, organizational communications, administration and policy formulation; and
 - (vii) have a thorough knowledge in budgeting, financial management and fundraising issues.
- (All short-listed applicants will be invited to attend a written test.)*

Remuneration:

Successful candidate will be offered a contract until 31 March 2026 with an attractive remuneration package and fringe benefits including MPF, medical, paid leave and employee’s insurance. The contract is renewable subject to the prevailing conditions of the Federation.

Application:

Interested parties should send their applications and 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 **4 February 2025**. Please mark “Ref: CE” on the letter.

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.