



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 candidates to fill up the following posts on contract basis.

### **About the Association of National Olympic Committee (ANOC)**

ANOC is a global organization representing the National Olympic Committees (NOCs) of all countries and territories. ANOC organizes key events such as the General Assembly, which serves as a platform for discussion among Olympic leaders, and strengthening the Olympic movement worldwide. The 2026 ANOC General Assembly will be held from 2 to 7 December 2026 in Hong Kong.

### **Post 1: Manager (ANOC) [Ref. M(ANOC)]**

The M(ANOC) will be responsible for:

- (i) To manage, oversee and execute the overall work plan and budget control of the ANOC General Assembly in 2026;
- (ii) To undertake the liaison works with the relevant parties, including but not limited to the representatives of ANOC, government, sponsors, contractors and the media;
- (iii) To source and identify sponsors and official suppliers from the commercial sector;
- (iv) To plan and co-ordinate the logistical arrangement of the ANOC General Assembly in 2026, including the reservation of venues, transport, meals and accommodation for guests and participants;
- (v) To prepare and monitor the design and production of the ANOC General Assembly materials, including programme booklets, souvenirs and certificates, etc.;
- (vi) To provide secretariat support to the Organizing Committee of ANOC General Assembly 2026;
- (vii) To prepare progress reports and financial reports; and
- (viii) To perform any other tasks as directed by the Organizing Committee of ANOC General Assembly 2026.

### **Requirements**

Applicants should have:

- (i) a recognized university degree, preferably in Sports or Recreation Management/ Event Management/Marketing/ Public Relations/ Journalism or relevant disciplines;
- (ii) a minimum of 10 years solid experience with 5 years at supervisory level for corporate communications, marketing or event management is preferred;
- (iii) proven successful history of organizing large scale international event from planning, budgeting, development and implementation;
- (iv) solid and sound experience of liaison with stakeholders or government departments for planning and carrying out the event is an advantage;
- (v) excellent project management and planning skills, attentive to details, strong analytical and creative thinking;
- (vi) Good command of written and spoken English and Chinese, and Mandarin is a plus; and

(vii) ability to handle multiple tasks and prioritize among assignments to meet deadlines.

### **Post 2: Assistant Manager (ANOC) [Ref. AM(ANOC)]**

The AM(ANOC) will be responsible for:

- (i) To provide secretariat and administrative support for the Organizing Committee of ANOC General Assembly 2026;
- (ii) To prepare budget and regular reports;
- (iii) To purchase goods and services in accordance to the Federation's policy and procedure, including preparing documentation for tenders / procurement policies;
- (iv) To recruit and manage part-time helpers for the implementation of event;
- (v) To liaise with production companies for event implementation; and
- (vi) To perform any other tasks as directed by the Manager.

### **Requirements**

Applicants should have:

- (i) a recognized university degree, preferably in Business Administration/ Accounting /Human Resources Management / Marketing or relevant disciplines;
- (ii) a minimum of 5 years' solid experience in office administration from sizeable companies is preferred;
- (iii) A team player with good communication and interpersonal skills; and able to work independently;
- (iv) Proficient in Microsoft Word, Excel, PowerPoint and Chinese word processing; and
- (v) Good command of written and spoken English and Chinese, and Mandarin is a plus.

*All short-listed applicants will be invited to attend a written test. Successful candidate will be offered the post at a salary subject to the background and work experience.*

### **Remuneration**

Successful candidates will be appointed on contract basis until 31 March 2027 with monthly salary plus gratuity equals to 5% of the total basic salary drawn during the contract period 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 **24 March 2025**. Please mark respective **[Ref. M(ANOC) or AM(ANOC)]** 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.