



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 under Retired Athletes Transformation Programme [O/AO(RATP)]** on contract basis, which is renewable subject to the prevailing conditions.

Duties

The O/AO(RATP) will mainly be responsible to:

- (i) assist in the implementation of RATP, including the timeline and workflow;
- (ii) manage the database for the programme;
- (iii) conduct visits to sports organizations and schools to review programme implementation;
- (iv) assist in handling programme applications from athletes, sports organizations, and schools;
- (v) assist in vetting payments and reports from benefitting sports organizations, and schools;
- (vi) assist in conducting induction training and annual briefings for athletes, sports organizations, and schools;
- (vii) assist in vetting education subsidy applications and payments;
- (viii) assist in organizing on-job trainings courses;
- (ix) assist with publicity and promotion matters related to the programme;
- (x) assist in preparing progress reports, financial reports, and meeting minutes; and
- (xi) support any ad hoc events and undertake any other duties as directed by superiors.

Requirements

Applicants should have:

- (i) a recognized university degree (preferable in account, sports, leisure, or physical education); or equivalent qualification with account or sports background;
- (ii) a minimum of one-year full-time working experience;
- (iii) good knowledge in computer applications (MS Word, Excel, PowerPoint and Chinese Word Processing);
- (iv) good command in Chinese and English;
- (v) be self-motivated, ability to work independently, good communications; and
- (vi) willing to work during non-office hours.

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

Remuneration

Successful candidate 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.

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. O/AO(RATP)] on the envelope. If you have already applied the post in the past, please do not apply again.

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.