



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 **Assistant Manager of the Marketing Communications and Public Relations Division [AM(MCPRD)]** on a contract basis, which is renewable subject to the prevailing conditions.

### **Duties**

The main duties of AM(MCPRD) include:

- (i) assisting in the formulation and implementation of corporate communication strategies and publicity programmes for SF&OC, including liaisons and collaborations with media outlets, sponsors, and various stakeholders;
- (ii) providing media support services, including but not limited to news monitoring, preparing press materials and coordinating publicity-related activities for SF&OC events and international multi-sports games;
- (iii) identifying areas of concern and assisting in managing issues/crisis in a timely manner;
- (iv) planning and producing a variety of publications and pitching materials, including social media content, the SF&OC Annual Report, Olympic Voice, and professional marketing presentations;
- (v) coordinating logistics for in-kind support and managing outsourced service providers on large-scale promotional campaigns; and
- (vi) performing any other duties as assigned.

### **Requirements**

Applicants should:

- (i) have a recognized university degree, preferably in communications/public relations/journalism/social science/marketing or a related discipline;
- (ii) have a good knowledge of the local media scene;
- (iii) have at least three years of solid work experience in journalism, corporate communication, public affairs, marketing, and/or event management, or equivalent. Possession of experience in a sizable or public organisation would be an advantage;
- (iv) have an excellent command of written and spoken Chinese and English;
- (v) be self-motivated with a strong sense of responsibility and multi-tasking skills; and
- (vi) be willing to occasionally work outside office hours.

### **Remuneration**

The successful candidate will be appointed on a 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, on or before **20 August 2025**. Please mark [Ref. AM(MCPRD)] on the envelope.

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.