



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 the post of Assistant Manager [Ref.: AM(CG)] under the Corporate Governance Division on contract basis, which is renewable subject to the prevailing conditions.

Duties

The AM(CG) will report to Director of Corporate Governance Division and be required to:

- (i) monitor the programme provided by the Hong Kong Chartered Governance Institute ('HKCGI') to SF&OC Member Associations ('MAS');
- (ii) communicate with MAS, evaluate their corporate governance level and report to the Corporate Governance Division;
- (iii) assist in monitoring the implementation progress of Code of Governance ('Code');
- (iv) liaise with stakeholders such as HKJC, HKCGI and MAS for matters related to the implementation of the Code;
- (v) prepare statistics on the progress of implementation of MAS;
- (vi) compile progress report on a scheduled timetable;
- (vii) supervise and coach subordinate under his/her command to discharge duties with regard to their conduct and work performance; and
- (viii) perform any other duties as directed by the seniors.

Applicants should have:

- (i) a recognized university degree with sports management / administration / legal / audit or relevant disciplines preferred;
- (ii) at least three years' experience in sports related committee work and/or audit preferably;
- (iii) good knowledge and working experience in common computer applications;
- (iv) good communication and interpersonal skills; and
- (v) good command of both written and spoken English and Chinese.

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 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 on or before 20 August 2025. Please mark [Ref.: AM(CG)] on the application.

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.