



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 Committees (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 XXVIII ANOC General Assembly Hong Kong, China, 2026 (hereinafter mentioned as ANOC GA Hong Kong, China, 2026) will be held from 6 to 11 December 2026 in Hong Kong.

Post 1: Assistant Manager (ANOC) [Ref. AM(ANOC)]

The AM (XXVIII ANOC General Assembly Hong Kong, China, 2026) will be responsible to:

- (i) assist in liaising with key stakeholders by attending regular meetings with the Head and maintaining communications with the NOCs, HKSAR Government officials, sponsors, and media representatives;
- (ii) conduct site visit to different venues, including but not limited to meeting venues, hotels, the Hong Kong International Airport, etc. and trial run at various tourists' spots in Hong Kong that the ANOC GA 2026 delegations and participants could be involved;
- (iii) assist in recruiting and managing part-time helpers;
- (iv) assist with publicity, marketing and promotion matters related to the ANOC GA Hong Kong, China, 2026;
- (v) provide secretariat and administrative support for the Steering Committee of ANOC GA Hong Kong, China 2026;
- (vi) monitor ANOC delegations and participants responses from preparation to event days and post events period; and
- (vii) perform any other tasks as directed by the seniors.

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 three years' work experience with commercial marketing background is a plus;
- (iii) strong sense of art and design preferable;
- (iv) candidate with event management agency background is a plus;
- (v) proficient in Microsoft Word, Excel, PowerPoint and Chinese word processing; and
- (vi) good command of written and spoken English and Chinese, and Putonghua is a plus.

Post 2: Officer (XXVIII ANOC General Assembly Hong Kong, China, 2026) [Ref. O (XXVIII ANOC General Assembly Hong Kong, China, 2026)]

The O (XXVIII ANOC General Assembly Hong Kong, China, 2026) will be responsible to:

- (i) provide a full spectrum of administrative and clerical support to the ANOC GA Hong Kong, China 2026 Coordination office
- (ii) assist in the implementation of the ANOC GA Hong Kong, China, 2026, including timeline and workflow;
- (iii) assist in preparing progress and financial reports;
- (iv) maintain both digital and physical filing system of the office;
- (vii) assist in purchase goods and services including documents for tenders/procurement policies; and
- (vi) undertake any other tasks as assigned by the seniors.

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 one year's work experience as a secretary in large-scale companies or public sector organizations is preferred;
- (iii) proficient in Microsoft Word, Excel, PowerPoint and Chinese word processing; and
- (iv) good command of written and spoken English and Chinese, and Putonghua 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 December 2026 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 **15 September 2025**. Please mark respective **[Ref. AM(XXVIII ANOC General Assembly Hong Kong, China, 2026) or AM (XXVIII ANOC General Assembly Hong Kong, China, 2026) or O (XXVIII ANOC General Assembly Hong Kong, China, 2026)]** 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.