



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

Duties

The O(MCPRD) will mainly be responsible for the following duties:

- (i) assist in developing and executing brand strategy and media activities to promote SF&OC events and functions, as well as international multi-sports games;
- (ii) manage and create engaging content for the SF&OC website and social media platforms;
- (iii) produce a variety of publicity and PR materials, including press release, speech, line-to-take, simple graphic design, etc.;
- (iv) monitor media coverage and handle enquiries, and maintain strong relationships with the media to ensure positive brand exposure;
- (v) collaborate with outsourced service providers on large-scale promotional campaigns; and
- (i) perform other general administrative/clerical duties as required.

Requirements

- 1) A recognized university degree/diploma, preferably in communications/public relations/journalism or a related discipline.
- 2) Solid knowledge in journalism, corporate communication, public affairs, and/or possession of experience in public and/or government organizations would be an advantage.
- 3) Good command of written and spoken Chinese and English.
- 4) Good interpersonal skills and abilities to actively contribute with a strong sense of responsibility to work with tight deadlines.
- 5) Be willing to work occasionally outside of the office and in irregular hours.

Candidate with less experience would be considered as Assistant Officer. All short-listed applicants will be invited to attend a written test.

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. The successful candidate will be offered the post at a salary subject to his background and work experience.

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 **31 October 2025**. Please mark [Ref. O (MCPRD)] on the letter 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.