



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA, (SF&OC) 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.

Post 1: Deputy Manager (Administration & Human Resources) [Ref. DM(Adm&HR)]

The DM(Adm&HR) will be responsible for the following duties:

- (i) To head the Administration and Human Resources Team of the Federation;
- (ii) To be responsible for human resources management of all SF&OC staff members and provide secretariat and administration support to the seniors in managing the staff members' recruitment, including to serve as Secretary of the recruitment interview, training, appraisal, internal transfer, promotion and payroll;
- (iii) To maintain and update the record of staff members' leave, time-off-in-lieu and to monitor the annual performance appraisal mechanism Offices of staff members of the Federation;
- (iv) To monitor the operation of the Membership Affairs Committee and provide secretariat and administration support to the Committee;
- (v) To assist the seniors in assessing the membership applications and the review of the general guidelines for the membership applications;
- (vi) To monitor and prepare for the briefing notes for chairpersons, meeting documents and also follow-up of the Annual / Other General Meetings of the Federation;
- (vii) To monitor the functioning of the regular Board of Officers' Meetings and serve as note-taker of the Meetings;
- (viii) To review on Officers' election mechanism and procedures to be used in forthcoming Annual / Other General Meetings; and
- (ix) To perform any other duties as assigned by the seniors.

Requirements

Applicants should have:

- (i) a recognized university degree, with human resources / Sports / Recreation Management preferred;
- (ii) at least six years' work experience; and a minimum of three years solid experience in sports related committee work, NGO or government sector is preferred;
- (iii) excellent command of written and spoken Chinese and English;
- (iv) able to work under pressure and to meet deadlines; and
- (v) have very good analytical, communication and supervisory skills.

Post 2: Assistant Manager (Membership) [Ref. AM(Membership)]

The AM(Membership) will be responsible for the following duties:

1. To provide secretariat and administration support to the Membership Affairs Committee and its Committee meetings including to prepare meeting documents and briefing notes to the Chairperson for the meetings;
2. To be responsible for the assessment of the membership applications;
3. To follow up on the membership enquiries and membership related matters of the Federation;

4. To assist in maintaining long term communication with the Member Associations of the Federation;
5. To be responsible for updating the database of local and overseas sports related organizations;
6. To be responsible to maintain and update a proper filing system and the archive of the Secretariat of the Federation; and
7. To perform any other duties as assigned by the seniors.

Requirements

Applicants should have:

- (i) a recognized university degree or post-secondary qualifications with sports management/ administration/ physical education/ recreation or relevant disciplines;
- (ii) at least three years' experience in sports related committee work preferably;
- (iii) good knowledge and working experience in common computer applications;
- (iv) good communication and interpersonal skills and
- (v) good command in Chinese and English.

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 a contract basis 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. Renewal of contract is subject to satisfactory performance and mutual agreement.

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 **30 March 2026**. Please mark the reference of respective post(s) [Ref. DM(Adm&HR)]/ Ref: AM(Membership)]/ on the letter to indicate the post(s) 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.