



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 candidate to fill up the post of Manager (SF&OC Coaching Division) [Ref. M (SF&OC CD)] on contract basis.

### **About SF&OC Coaching Division**

The Coaching Division is a newly established team under SF&OC to enhance coach education, registration and accreditation programmes. Our mission is to elevate the standard of sports coaching in Hong Kong. Previously, the Hong Kong Coaching Committee operated as a joint initiative between SF&OC and the Hong Kong Sports Institute. As of 1 April 2026, the operation of Coaching Committee will officially transfer to SF&OC.

### **Duties**

The Manager, reporting to Chief Executive of the SF&OC and the SF&OC Board of Officers, will be responsible for the following duties:

- (i) To oversee the strategic development and day-to-day operations of the Division
- (ii) To plan and manage budget, expenditure control and procurement to ensure programmes are delivered within budget
- (iii) To evaluate the overall development related to coach registration and coach accreditation and training programmes and make appropriate recommendations accordingly
- (iv) To build up partnership with different sports counterparts for the development of coach education
- (v) To provide professional advice to National Sports Associations (NSAs) on the coach registration and coach development plans
- (vi) To perform any other appropriate duties assigned by the management

### **Requirements**

Applicants should have:

- (i) A postgraduate degree in a sports-related discipline is preferable
- (ii) A minimum of 10 years' relevant working experience or equivalent; having coaching and sports education background will be an advantage
- (iii) Excellent communication and interpersonal skills
- (iv) Good command of both spoken and written English, Chinese and Putonghua
- (v) High level of computer literacy
- (vi) Awareness / knowledge of Child Protection in sport and equal opportunity issues in the context of Hong Kong are added advantages

*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 a one-year contract until 31 March 2027 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 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 **10 April 2026**. Please mark [Ref. M (SF&OC CD)] 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.