



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.

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.

Post 1 & 2: Officer/ Assistant Officer (Coach Registry) [Ref. O/AO (CD Team 1)] (2 vacancies)

The O/AO will be responsible for the following duties:

- (i) To process coach registration applications and verify credentials with standard and regulations
- (ii) To maintain and update the Coach Registry database, ensuring accuracy of coaches' qualifications, certifications, and professional details
- (iii) To communicate with coaches, National Sports Associations and relevant parties on the coordination and supports to the coach registration matters
- (iv) To collate information, prepare budget application and reports, statements of accounts on the programmes
- (v) To handle enquires related to coach registration certification and accreditation
- (vi) To perform any other duties as assigned by supervisors

Requirements

Applicants should have:

- (i) A university degree or post-secondary diploma in a relevant discipline
- (ii) A minimum of 2 years' relevant working experience, preferable with experience in sports administration, coaching, tertiary education or a related area
- (iii) Good communication and interpersonal skills
- (iv) Good command of both spoken and written English, Chinese and Putonghua
- (v) Proficient in MS-Word, Excel and Chinese word processing
- (vi) Awareness/ knowledge of Child Protection in sport and equal opportunity issues in the context of Hong Kong are an added advantage
- (vii) Candidate with less experience will be considered as Assistant Officer

Post 3: Officer/ Assistant Officer (Coach Accreditation Programmes and Renewal Scheme) [Ref. O / AO (Team 2)]

The O/AO will be responsible for the following duties:

- (i) To discharge programme administration for Coach Accreditation Programmes and Renewal Scheme
- (ii) To maintain and update the Coach Registry database, ensuring accuracy of coaches' qualifications, certifications, and professional details
- (iii) To communicate with coaches, National Sports Associations and tertiary institutions on the programmes coordination
- (iv) To collate information, prepare budget application and reports, statements of accounts on the programmes
- (v) To handle enquires related to the programmes
- (vi) To perform any other duties as assigned by supervisors

Requirements

Applicants should have:

- (i) A university degree or post-secondary diploma in a relevant discipline
- (ii) A minimum of 2 years' relevant working experience, preferable with experience in sports administration, coaching, tertiary education or a related area
- (iii) Good communication and interpersonal skills
- (iv) Good command of both spoken and written English, Chinese and Putonghua
- (v) Proficient in MS-Word, Excel and Chinese word processing
- (vi) Awareness/ knowledge of Child Protection in sport and equal opportunity issues in the context of Hong Kong are an added advantage

Post 4 & 5: Officer/ Assistant Officer (Coaching Awards and Recognition Programmes) [Ref. O/ AO (CD Team 3)] (2 vacancies)

The O/AO will be responsible for the following duties:

- (i) To process coaching awards nominations with standard and regulations
- (ii) To coordinate all ceremony logistics with vendors and stakeholders
- (iii) To communicate with coaches, National Sports Associations and relevant parties on the coordination and supports to the Thanks Coach Scheme
- (iv) To provide administrative duties which include general office administration, procurement, collation of reports and maintaining databases
- (v) To perform any other duties as assigned by supervisors

Requirements

- (i) A university degree or post-secondary diploma in a relevant discipline
- (ii) A minimum of 2 years' relevant working experience, preferable with experience in sports administration, coaching, tertiary education or a related area
- (iii) Good communication and interpersonal skills
- (iv) Good command of both spoken and written English, Chinese and Putonghua
- (v) Proficient in MS-Word, Excel and Chinese word processing
- (vi) Awareness/ knowledge of Child Protection in sport and equal opportunity issues in the context of Hong Kong are an added advantage

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 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 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 **10 April 2026**. Please mark the **[Ref. O/AO (CD Team 1-2/ 3/ 4-5)]** 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.