



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 inviting applications for the post of **Assistant Manager (Coaching Division) [Ref. AM(CD)] (3 vacancies)** 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 CD is officially transferred to SF&OC.

Duties

Assistant Managers (Coaching Division) report to the Manager (Coaching Division). Each Assistant Manager (Coaching Division) will be assigned to one of the following focus areas (Coach Registry / Coach Accreditation Programmes and Renewal Scheme/ Coaching Awards and Recognition Programmes), with the following core duties:

- (i) To manage the daily operation of Coach Registry / Coach Accreditation Programmes and Renewal Scheme/ Coaching Awards and Recognition Programmes
- (ii) To assist in the development and implementation of the new online coach registration system
- (iii) To manage the Coach Registry database, ensuring accuracy of coaches' qualifications, certifications, and professional details
- (iv) To liaise with stakeholders such as National Sports Associations, coaches, and tertiary institutions to develop curriculum and training materials
- (v) To prepare progress reports, handle administrative and financial matters for the Division
- (vi) To perform any other duties as assigned by supervisors

Requirements

Applicants should have:

- (i) A university degree in a relevant discipline
- (ii) A minimum of 4 years' relevant working experience, preferable with experience in sports administration, coaching, tertiary education or a related area
- (iii) Good communication skills, organization skills and knowledge of Hong Kong Sports System
- (iv) Good command of both spoken and written English, Chinese and Putonghua
- (v) Proficient in MS-Word, Excel, PowerPoint and database management
- (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 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 **13 May 2026**. Please mark **[Ref. AM(CD)]** on the application. If you have already applied the post in the past, please do not apply again.

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.