



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 of the post of **Assistant Manager (AM)** in the Hong Kong Athletes Career & Education Department (HKACED) on contract basis, which is renewable subject to the prevailing condition.

Duties:

The Assistant Manager will be responsible for the following:

- (a) Manager education and scholarship programmes, including vetting applications, monitoring course enrollment, tracking study progress, and processing fee reimbursement;
- (b) Provide consultation to athletes, parents, coaches, and National Sports Associations staff regarding education and study pathways;
- (c) Maintain and update the scholarship and outreach programme database regularly to ensure accurate reporting;
- (d) Coordinate and organize activities with education partners;
- (e) Conduct education talks and introductory sessions for various stakeholders;
- (f) Plan, manage and supervise internship programmes;
- (g) Plan, organize, execute, and monitor the HKACED Annual Event;
- (h) Organize Memorandum of Understanding (MOU) signing ceremonies among stakeholders;
- (i) Create content and manage social media posts related to education and outreach programmes;
- (j) Prepare the content for HKACED promotional materials;
- (k) Prepare presentation materials, collaterals, reports, and meeting papers related to scholarship, outreach promotion, and HKACED Annual Event;
- (l) Prepare, execute, and monitor annual budgets for education, outreach programmes, and HKACED Annual Event;
- (m) Prepare quarterly progress and financial reports for the Culture, Sports and Tourism Bureau;
- (n) Arrange meetings with potential corporate partners and provide clerical supports, including taking notes and preparing minutes;
- (o) Handle inquiries from the general public; and
- (p) Perform any other duties as assigned by the seniors.

Requirements:

Applicants should have:

- (a) A recognized university degree in Sports Management, Event Management, Physical Education, Recreation, or an equivalent qualification with a strong sports background;
- (b) At least four years of working experience in the schools or sports sector;
- (c) Solid knowledge of the Hong Kong sports development landscape;
- (d) A strong sense of responsibility, with a self-motivated and independent working style and a genuine devotion to serving athletes;
- (e) Excellent communication and interpersonal skills;
- (f) Proficiency in computer applications, specifically MS Office and Canva; and
- (g) A good command of written and spoken Chinese and English.

All short-listed applicants will be invited to attend the written test. Suitable candidate might be offered other similar ranking post of the Federation.

Remuneration:

The successful candidate will be offered a contract with remuneration package of 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, while the commencing salary will be commensurate with qualifications and experience. Fringe benefits include mandatory provident fund, paid leave, medical and employee's insurance.

Application:

Interested parties please send full resume with current and expected salary to the Hon. Treasurer of SF&OC by post (Address: 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong) **on or before 5 May 2026**. Please mark [**Ref.: AM(HKACED)**] 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.