



The SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA, 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 the Association of National Olympic Committees (ANOC)

ANOC is a global organization representing the National Olympic Committees (NOCs) of all countries and territories. ANOC organizes key events such as the General Assembly, which serves as a platform for discussion among Olympic leaders, and strengthening the Olympic movement worldwide. The XXVIII ANOC General Assembly Hong Kong, China, 2026 (hereinafter mentioned as ANOC GA, Hong Kong, China, 2026) will be held in December 2026 in Hong Kong.

Post 1: Deputy Manager (ANOC)(Temporary) [Ref. DM(ANOC)(Temp)]

The Deputy Manager (DM) will report to the Head of the project and provide strategic leadership to the team. The DM will be responsible for:

- (i) Develop and implement the overarching operational roadmap for the ANOC GA 2026, ensuring all functional areas align with the project's strategic goals;
- (ii) Serve as a key representative in high-level discussions with HKSAR Government officials, ANOC representatives, and major sponsors, ensuring organizational objectives are met;
- (iii) Provide executive oversight of the AMs and the wider team, ensuring that vendor relations, site readiness, and event logistics meet international standards;
- (iv) Lead the secretariat functions for the Steering Committee, ensuring high-level governance, policy compliance, and timely decision-making;
- (v) Identify potential operational risks and lead the development of contingency plans to ensure the smooth delivery of the event;
- (vi) Oversee the allocation of resources, including the management of external agencies and budgets, to ensure cost-efficiency and operational excellence;
- (vii) Mentor and guide the AMs and Officers, fostering a high-performance culture and ensuring seamless collaboration across all departments; and
- (viii) Provide regular progress reports and executive summaries to the Steering Committee and senior leadership.

Requirements

Applicants should have:

- (i) a recognized university degree, preferably in Business Administration/ Accounting /Human Resources Management / Marketing / Event Management / Sports Administration or relevant disciplines;
- (ii) minimum of eight years of professional experience in large-scale event management, project administration, or strategic operations, with at least 3 years in a supervisory or management capacity;
- (iii) Demonstrated ability to translate high-level objectives into actionable operational plans and manage large-scale budgets and vendor contracts;
- (iv) ability to work under pressure and handle multiple projects with competing deadlines;
- (v) willingness to work flexible hours, including weekends or public holidays, as required by the event schedule;
- (vi) proficient in Microsoft Word, Excel, PowerPoint and Chinese word processing; and
- (vii) strong command of written and spoken English and Chinese, and Putonghua is a plus.

Post 2: Assistant Manager (ANOC)(Temporary) [Ref. AM(ANOC)(Temp)]

The AM(ANOC)(Temp) will be responsible to:

- (ix) coordinate stakeholders engagement by attending regular meetings with the Head and maintaining communications with the NOCs, HKSAR Government officials, sponsors, and media representatives;
- (x) coordinate and oversee vendors relations, including conducting site visit to various venues, (meeting venues, hotels, Hong Kong International Airport, etc.) and managing trail runs at tourist spots to ensure readiness for ANOC GA 2026 delegations and participants;
- (xi) assist in recruiting and managing part-time helpers and volunteers;
- (xii) drive the strategy and execution of publicity, marketing, and promotion matters related to the ANOC GA, Hong Kong, China, 2026;
- (xiii) manage community engagement projects associated with the ANOC GA to maximize community impact;
- (xiv) provide secretariat and administrative support for the Steering Committee of ANOC GA2026;
- (xv) monitor ANOC delegations and participants responses from preparation to event days and post events period; and
- (xvi) perform any other tasks as directed by the seniors.

Requirements

Applicants should have:

- (viii) a recognized university degree, preferably in Business Administration/ Accounting /Human Resources Management / Marketing / Event Management / Sports Administration or relevant disciplines;
- (ix) minimum of five years of relevant experience in event management, corporate communications, or project administration;
- (x) demonstrated experience in managing external vendors or agencies is highly preferred;
- (xi) ability to work under pressure and handle multiple projects with competing deadlines;
- (xii) willingness to work flexible hours, including weekends or public holidays, as required by the event schedule;
- (xiii) proficient in Microsoft Word, Excel, PowerPoint and Chinese word processing; and
- (xiv) strong command of written and spoken English and Chinese, and Putonghua is a plus.

Post 3: Officer (ANOC) (Temporary) [Ref. O(ANOC)(Temp)]

The O(ANOC)(Temp) will be responsible to:

- (i) provide a full spectrum of administrative and clerical support to the ANOC GA Hong Kong, China 2026 Coordination office;
- (ii) assist in the implementation of the ANOC GA Hong Kong, China, 2026, including timeline and workflow;
- (iii) assist in preparing progress and financial reports;
- (iv) maintain both digital and physical filing system of the office;
- (v) assist in purchase goods and services including documents for tenders/procurement policies; and
- (vi) undertake any other tasks as assigned by the seniors.

Requirements

Applicants should have:

- (i) a recognized university degree, preferably in Business Administration/ Accounting /Human Resources Management / Marketing / Event Management / Sports Administration or relevant disciplines;
- (ii) a minimum of two year's work experience as a secretary in large-scale companies or public sector organizations is preferred;
- (iii) proficient in Microsoft Word, Excel, PowerPoint and Chinese word processing; and
- (iv) good command of written and spoken English and Chinese, and Putonghua is a plus.

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 for a fixed-term contract ending on 31 December 2026 or 31 March 2027 with fixed 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.

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 **25 May 2026**. Please mark **DM(ANOC)(Temp)/ AM(ANOC)(Temp) / O(ANOC)(Temp)** on the envelope 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.