



港協暨奧委會奧夢成真有限公司
SF&OC SPORTS LEGACY COMPANY LIMITED

The SF&OC Sports Legacy Company Limited, an affiliated company of the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC), is dedicated to unlocking the sports potential of underprivileged students through a committed team of athletes. We are seeking a highly motivated and experienced **Deputy Manager [Ref. DM(SLCL)]** on a contract basis, with renewal subject to performance and operational needs.

Duties:

The DM(SLCL) will work closely with the Project Advisory Committee to ensure that the project milestones are met on time and within budget. Key responsibilities include:

- (a) Serving as the project lead to oversee all activities, including but not limited to seminars, workshops, promotion campaigns, competitions and training programmes, ensuring alignment with the project plan and adherence to quality standards;
- (b) Building and maintaining strong relationships with various stakeholders, including the Hong Kong Jockey Club Charities Trust (the Trust), government bodies, academic institutions, private organisations, trainers and coaches, etc.;
- (c) Leading and motivating the project team to maintain focus on deliverables, and ensuring efficient allocation and use of resources;
- (d) Participating in regular project meetings, providing clerical and administrative support to the Project Advisory Committee, reporting on project progress and preparing minutes;
- (e) Preparing timely progress and financial reports for management and the Trust;
- (f) Maintaining accurate finance records, including asset and inventory management, equipment logistics, accounting, procurement and filing;
- (g) Ensuring full compliance with applicable policies, regulations, and procedures; and
- (h) Performing any other duties as assigned by senior management.

Requirements:

Applicants should have:

- (a) A recognized university degree in Sports, Physical Education, Recreation, Business, Marketing, Social Work, or a related discipline, with a strong sports background;
- (b) At least eight years of full-time working experience, including solid exposure to event management and/or marketing;
- (c) Sound knowledge of Hong Kong sports development;
- (d) Strong interpersonal and stakeholder management skills, a high sense of responsibility, self-motivation, analytical thinking, and the ability to work independently;
- (e) Proficiency in computer applications; and
- (f) Excellent command of both written and spoken Chinese and English.

All short-listed candidates will be invited to a written test. Suitable candidates may be considered for other similar-ranking posts within SF&OC.



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Remuneration:

The successful candidate will be offered a contract with a remuneration package of monthly basic salary plus a gratuity equals to 5% of the total basic salary drawn during the contract period, payable upon satisfactory completion of the contract. 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 are invited to send a 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) or by email to hr@hkolympic.org **on or before 20 July 2026**. Please mark "**Application for DM (SLCL)**" on the envelope.

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 four weeks after the closing date may assume their applications unsuccessful. All information of unsuccessful candidates will be destroyed within six months.