



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 (Coaching Division) [Ref. AM(CD)]** on contract basis, which is renewable subject to the prevailing conditions.

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. The operation of the Coaching Committee has been officially transferred to SF&OC with effect from 1 April 2026.

The Coach Registry stream is a new strategic initiative of the Division, tasked with establishing a coach registry for Hong Kong. This role will take ownership of the stream and drive the end-to-end delivery of the coach registration system project in close collaboration with external IT vendors and related stakeholders.

Duties

The **AM(CD)** will be mainly responsible for:

- (i) To assist in system development and project implementation activities, including requirement gathering, solution design, development-phase coordinating, user testing, vendor management, and project documentation.
- (ii) To act as the key liaison with external IT vendors to define business requirements, oversee project progress, conduct user acceptance testing, manage change requests and ensure deliverables align with business needs. Hands-on system coding or technical build-up is not required for this role.
- (iii) To liaise with stakeholders such as National Sports Associations and coaches to formulate registry standards, workflows and relevant implementation arrangements.
- (iv) To prepare progress reports, handle administrative and financial matters for the Division.
- (v) 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 full-time working experience. Experience participating in IT / digital system development projects is essential. Experience in sports administration, coaching or tertiary education is an advantage.
- (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 one-year contract basis 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 or by email at hr@hkolympic.org on or before **25 September 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.