



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 candidates to fill up the posts of **Officer of the Coaching Division [Ref. O(CD)]** on a 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.

Officer of the Coaching Division (multiple vacancies)

We are looking for high-calibre candidates to join us in the following functional areas:

- **Coach Registry** – responsible for processing registrations, verifying credentials, managing the coach database, and providing system user support.
- **Coach Accreditation Programmes and Qualification Verification Scheme** – responsible for programme administration, coordination with institutions and stakeholders, ensuring the quality and delivery of accreditation and verification services, and maintaining up-to-date coach records.
- **Coaching Awards and Recognition Programmes** – responsible for processing nominations, coordinating events and ceremonies, and administering the Thanks Coach Scheme.

Main Duties

The Officer will be responsible for the following duties:

- (i) Process registrations, accreditations, nominations and renewals in accordance with established standards and regulations;
- (ii) Maintain and update the coach database, ensuring accuracy of qualifications, certifications and professional details;
- (iii) Support the database system user training and assist in testing digital platform updates;
- (iv) Coordinate with coaches, National Sports Associations, tertiary institutions and other stakeholders on programme and accreditation related matters;
- (v) Handle enquiries on coach registration, certification, accreditation and recognition programmes;
- (vi) Collate information, prepare budget applications, reports and statements of accounts;
- (vii) Provide general administrative and logistics support, including procurement, office administration, record maintenance, etc., and
- (viii) Perform any other duties as assigned.

Requirements

Applicants should have:

- (i) A university degree or post-secondary diploma, preferably in Sports Science, Sports Administration/Management, Information Technology, Data Management, Public Administration, Education, Social Sciences, or a related discipline;
- (ii) A minimum of two years' relevant full-time working experience*, preferable with experience in sports administration, coaching, tertiary education, event management or a related area;
- (iii) Experience in database management, online registration platforms or automated Excel workflows is a strong advantage;
- (iv) Good communication and interpersonal skills;
- (v) Good command of both spoken and written English and Chinese (Cantonese and Putonghua);
- (vi) Proficient in MS-Word, Excel and Chinese word processing; and
- (vii) Knowledge of data protection, child protection in sports and equal opportunity issues within the Hong Kong context is highly desirable.

**Candidates with less experience will be considered as Assistant Officer. All short-listed applicants will be invited to attend a written test. The successful candidates will be offered the posts at a salary subject to their background and work experience.*

Remuneration

Successful candidates will be appointed on a contract basis with monthly basic 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 are invited to send a full resume with current and expected salary to the Hon. Treasurer, Sports Federation & Olympic Committee of Hong Kong, China 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 **25 September 2026**. Please mark **[Ref. O(CD)]** on the application.

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 on unsuccessful candidates will be destroyed within six months.