



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 the post of Assistant Manager in the Hong Kong Athletes Career & Education Department (HKACED) [Ref.: AM(HKACED)] on a contract basis, which is renewable subject to performance and operational needs.

Duties

The AM(HKACED) will be primarily responsible for the development of HKACED. Key responsibilities include:

1. Planning and organising life skills training and career related programmes, including liaison with athletes, corporations, and other organisations; handling enrollment, promotional materials, and post-event surveys, etc.;
2. Conducting surveys and providing consultation services to athletes on life planning, career, education and other areas;
3. Overseeing the Ambassador Programme (AP) and supervising subordinates in AP recruitment, induction training, on-site support, payments and pre/post-event promotions, etc.;
4. Overseeing the "Stars to Shine" Mentorship Programme with stakeholders and organising events such as company visits;
5. Preparing meeting papers and annual budgets for the career and life skills training programmes, and executing and monitoring the budgets.
6. Regularly updating and managing the database of the career and life skills training programmes;
7. Arranging meetings with potential corporations and providing clerical supports including note-taking, preparation of quarterly progress and financial reports, etc.;
8. Handling enquiries from the general public; and
9. Performing any other duties as assigned.

Requirements

Applicants should have:

- (i) a recognised university degree or post-secondary qualification in sports management/administration, physical education, recreation, or a relevant discipline;
- (ii) preferably at least three years' full-time experience in sports related work;
- (iii) knowledge of Hong Kong sports development is essential;
- (iv) a commitment to serving athletes and willing to work in irregular hours;
- (v) good knowledge and working experience in common computer applications;
- (vi) good communication and interpersonal skills; and
- (vii) a good command in Chinese and English.

All short-listed applicants will be invited to attend a written test. Suitable candidates may also be offered another post of similar rank. Candidates with less experience may be considered as Officer/ Assistant Officer.

Remuneration

The successful candidate will be offered a contract with a remuneration package of a monthly basic salary plus a gratuity equals to 5% of the total basic salary drawn during contract period, payable upon satisfactory completion of the contract. Fringe benefits include MPF, medical, paid leave and employee's insurance. Salary will be commensurate with qualifications and work experience.

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 **26 October 2026**. Please mark **[Ref.: AM(HKACED)]** on the envelope or email subject.

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.