The **Sports Federation & Olympic Committee of Hong Kong, China** (SF&OC) promotes Olympism and sports in Hong Kong, and is strengthening professional development across the sports sector. Our newly established Professional Development Division is building its team from the ground up. We are now looking for high-calibre candidates to fill the following positions on a contract basis.

About SF&OC Professional Development Division (PDD)

The Professional Development Division is a newly established team under SF&OC, funded by the Hong Kong Jockey Club (HKJC) Charities Trust, responsible for implementing the following programmes under the HKJC's Academy for Professional Sports Development:

Project STEP – Capacity Building Programmes, which upskills industry practitioners and raises coaching standards through tailored programmes for senior executives, emerging leaders, and coaches.

Project FUEL – Talent Pipeline Expansion Programme, which cultivates future sports administrative talent through a dual-stream traineeship for retired athletes and university graduates, combining pre-placement training with real-world placements.

Manager (Professional Development Division) [Ref. M(PDD)]

The main duties of M(PDD) include:

(i) Leading and overseeing the strategic management of the Academy for Professional Sports Development programmes, as well as local and overseas education programmes relating to the Hong Kong, China Olympic Academy, with a view to aligning with SF&OC's mission and Olympic values to enhance the profile and recognition of professional development initiatives across sports and creating synergies;
(ii) Supervising and guiding the day-to-day operations of the Division and staff development;
(iii) Securing compliance with programme objectives, timelines, quality standards, and funding requirements;
(iv) Planning and managing the programme budget, controlling expenditure and overseeing procurement;
(v) Managing close relationships with key stakeholders, including but not limited to HKJC Charities Trust, academic partners, National Sports Associations, and other collaborators, to ensure smooth programme operation;
(vi) Coordinating cross-functional support across divisions and teams for effective programme delivery, branding and promotion;
(vii) Overseeing the preparation of reports, papers, progress updates, and related documentation for HKJC Charities Trust, and relevant parties;
(viii) Identifying risks and operational issues, and recommending/implementing remedial measures to ensure continuous improvement; and
(ix) Performing any other duties as assigned.

Requirements

Applicants should possess:

(i) A university degree, preferably in sports-related, education, or a relevant discipline;
(ii) A minimum of 10 years' relevant working experience with at least 3 years in a managerial role, preferably in sizable or public organisations; a background in sports administration, tertiary education and project management will be an advantage;

(iii) Excellent management, interpersonal, analytical and problem-solving skills, with the capacity to manage multiple priorities and deliver quality work within tight deadlines;
(iv) An excellent command of spoken and written English and Chinese, and proficiency in Putonghua;
(v) A high level of computer literacy; and
(vi) Good knowledge of Hong Kong sports structures; knowledge of academic frameworks and local media scene will be an added advantage.

Deputy Manager (Project) [Ref. DM(Project)]

The main duties of DM(Project) include:

(i) Supporting the Manager in overseeing the overall planning, implementation and coordination of Project STEP / Project FUEL delivered by academic institutions or professional bodies;
(ii) Coordinating with the academic institutions or professional bodies engaged for the programmes on programme delivery, including implementation plans, deliverables, and service requirements;
(iii) Monitoring programme and event implementation, service quality and operational performance, and ensuring compliance with approved objectives, timelines, budgets and operational standards;
(iv) Overseeing programme and event operations, including participant administration, rundowns, materials preparation, on-site arrangements and post-activity follow-up;
(v) Identifying operational issues in programme and event delivery, coordinating remedial actions with relevant parties, and ensuring smooth and timely implementation;
(vi) Compiling operational reports, progress updates, service records and evaluation materials relating to programme and event delivery, and recommending enhancement measures for continuous improvement; and
(vii) Performing any other duties as assigned.

Requirements

Applicants should possess:

(i) A university degree, preferably in a sports-related discipline, education, human resources or a relevant discipline;
(ii) A minimum of 8 years' relevant full-time working experience in sizable or public organisations, preferably in sports administration, tertiary education, human resources, traineeship programme management, coaching, project management, or a related area;
(iii) Excellent management, interpersonal, analytical and problem-solving skills, with the capacity to manage multiple priorities and deliver quality work within tight deadlines;
(iv) An excellent command of spoken and written English and Chinese, and proficiency in Putonghua;
(v) A high level of computer literacy; and
(vi) Knowledge of Hong Kong sports structure; knowledge of academic frameworks will be an added advantage.

Deputy Manager (External & Branding) [Ref. DM(E&B)]

The main duties of DM(E&B) include:

(i) Supporting the Manager in formulating and implementing branding strategies for the Academy for Professional Sports Development (APSD) programmes, as well as local and overseas education programmes relating to the Hong Kong, China Olympic Academy, aligning with SF&OC's mission and Olympic values to enhance the profile, visibility and recognition of professional development initiatives across sports and create synergies;
(ii) Overseeing the development, production and quality assurance of promotional materials and

other branding-related content;
(iii) Formulating and executing plans to utilise appropriate communication channels, such as social media platforms and the SF&OC website, for promotional campaigns that engage local sports community and relevant stakeholders;
(iv) Leading targeted outreach and engagement with National Sports Associations, tertiary institutions, other APSD grantees and relevant stakeholders, with a view to promoting APSD programmes, encouraging enrolment and strengthening collaboration;
(v) Coordinating with internal divisions and teams, external vendors, service providers and relevant parties to ensure timely and coherent delivery of branding and promotional initiatives;
(vi) Handling media enquiries and public relations issues relating to APSD programmes and education initiatives, identifying potential crisis situations and reputational risks, and supporting their timely and effective resolution; and
(vii) Performing any other duties as assigned.

Requirements

Applicants should possess:

(i) A university degree, preferably in communications, public relations, journalism, marketing or a relevant discipline;
(ii) A minimum of 8 years' relevant full-time working experience in sizable or public organisations, preferably with experience in journalism, publicity, multimedia, marketing and public education services, or a related area. Familiarity with the local media scene is essential;
(iii) Excellent management, interpersonal, analytical and problem-solving skills, with the capacity to manage multiple priorities and deliver quality work within tight deadlines;
(iv) An excellent command of spoken and written English and Chinese, and proficiency in Putonghua;
(v) The ability to deal effectively with a wide spectrum of work and people; and
(vi) A willingness to work occasionally outside office hours.

All shortlisted applicants will be invited to attend a written test. Suitable candidates may also be offered another position of similar rank.

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 November 2026**. Please mark the post title and reference code 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.