



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 of Olympism Education Team [Ref.: AM(Edu)]** under the Federation Secretariat and the affiliated company controlled by the Federation on contract basis, which is renewable subject to the prevailing condition.

Duties

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

- (1) assisting the Deputy Manager (Edu) in the planning and coordination of education programmes, including but not limited to the Olympism Education Programme, Olympism Camp, exchange programmes, etc.;
- (2) leading the delegations to Chinese Mainland and overseas for exchange programmes;
- (3) assisting in the planning and execution of seminars, workshops and training courses;
- (4) managing the Hong Kong Centre for Olympic Studies;
- (5) coordinating the SF&OC Internship Programme;
- (6) liaising and coordinating with internal and external stakeholders, including schools, National Sports Associations and other relevant parties;
- (7) overseeing the operation, administration and promotion of education-related programmes;
- (8) supervising the junior staff in the execution of programme logistics, administrative support and inventory control; and
- (9) performing any other duties assigned by the seniors.

Requirements

Applicants should:

- (1) have a recognized degree in a related discipline;
- (2) have a minimum of 3 years' relevant full-time working experience, preferably with experience in sports administration, education programmes, exchange programmes, and event management;
- (3) have a good command of both spoken and written English and Chinese, including Putonghua;
- (4) be self-motivated, ability to work independently, detail-oriented and responsible team player;
- (5) have good interpersonal and communication skills;
- (6) be able to work outside office hours and on weekends occasionally; and
- (7) be able to travel to Chinese Mainland and overseas.

All short-listed applicants will be invited to attend a written test. Candidates with less experience would be considered as Officer / Assistant Officer.

Remuneration

The successful candidate will be appointed on a contract basis with monthly basic salary plus gratuity equals to 5% of the total basic salary drawn during the period of contract upon satisfactory completion of the contract. Fringe benefits include MPF, medical, paid leave and employee's insurance.

Application

Interested parties should send full resume with current and expected salary 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 **23 June 2026**. Please mark [**Ref.: AM(Edu)**] on the letter to indicate the post you apply for.

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.