



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 **(10 vacancies)** to fill up the following posts on contract basis.

### **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. As of 1 April 2026, the operation of Coaching Committee will officially transfer to SF&OC.

### **Post 1: Manager (SF&OC Coaching Division) [Ref. M (SF&OC CD)]**

The Manager, reporting to Chief Executive of the SF&OC and the SF&OC Board of Officers, will be responsible for the following duties:

- (i) To oversee the strategic development and day-to-day operations of the Division
- (ii) To plan and manage budget, expenditure control and procurement to ensure programmes are delivered within budget
- (iii) To evaluate the overall development related to coach registration and coach accreditation and training programmes and make appropriate recommendations accordingly
- (iv) To build up partnership with different sports counterparts for the development of coach education
- (v) To provide professional advice to National Sports Associations (NSAs) on the coach registration and coach development plans
- (vi) To perform any other appropriate duties assigned by the management

### **Requirements**

Applicants should have:

- (i) A postgraduate degree in a sports-related discipline is preferable
- (ii) A minimum of 10 years' relevant working experience or equivalent; having coaching and sports education background will be an advantage
- (iii) Excellent communication and interpersonal skills
- (iv) Good command of both spoken and written English, Chinese and Putonghua
- (v) High level of computer literacy
- (vi) Awareness / knowledge of Child Protection in sport and equal opportunity issues in the context of Hong Kong are added advantages

### **Post 2: Deputy Manager (SF&OC Coaching Division) [Ref. DM (SF&OC CD)]**

The Deputy Manager, reporting to the Manager under the SF&OC Coaching Division, will be responsible for the following duties:

- (i) To lead and oversee the daily operation of the Division
- (ii) To formulate and implement an annual schedule of the components in the Division, including coach registration matters, coach training courses, coaching awards and recognition programmes
- (iii) To develop partnership with different sports counterparts for the development of coach education in Hong Kong
- (iv) To provide secretarial and administrative support to the Manager
- (v) To perform any other appropriate duties as assigned by senior staff

### **Requirements**

Applicants should have:

- (i) A university degree in a relevant discipline

- (ii) A minimum of 8 years' relevant working experience, preferable with experience in sports administration, coaching, tertiary education or a related area
- (iii) Excellent communication and interpersonal skills
- (iv) Good command of both spoken and written English, Chinese and Putonghua
- (v) High level of computer literacy
- (vi) Awareness / knowledge of Child Protection in sport and equal opportunity issues in the context of Hong Kong are added advantages

**Post 3: Assistant Manager (Coach Registry) [Ref. AM (Coach Registry)]**

The Assistant Manager (Coach Registry), reporting to Deputy Manager of the SF&OC Coaching Division, will be responsible for the following duties:

- (i) To manage the daily operation of Coach Registry Team to ensure high-quality coach registration and qualification validation services
- (ii) To manage the Coach Registry database, ensuring accuracy of coaches' qualifications, certifications, and professional details
- (iii) To assist in the development of online coach registration system
- (iv) To prepare reporting and documentation related to the Coach Registry
- (v) To liaise with stakeholders such as National Sports Associations, coaches, and tertiary institutions to implement coach registration
- (vi) 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 working experience, preferable with experience in sports administration, coaching, tertiary education or a related area
- (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

**Post 4: Assistant Manager (Coach Accreditation Programmes and Renewal Scheme) [Ref. AM (Coach Accreditation Programmes and Renewal Scheme)]**

The Assistant Manager (Coach Accreditation Programmes and Renewal Scheme), reporting to Deputy Manager of the SF&OC Coaching Division, will be responsible for the following duties:

- (i) To manage the daily operation and delivery of Coach Accreditation Programmes and Renewal Scheme
- (ii) To manage the Coach Registry database, ensuring accuracy of coaches' qualifications, certifications, and professional details
- (iii) To assist in the development of online coach registration system
- (iv) To prepare reporting and documentation related to the Coach Accreditation Programmes
- (v) To liaise with stakeholders such as National Sports Associations, coaches, and tertiary institutions to develop curriculum and training materials
- (vi) 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 working experience, preferable with experience in sports administration, coaching, tertiary education or a related area
- (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

**Post 5: Assistant Manager (Coaching Awards and Recognition Programmes) [Ref. AM (Coaching Awards and Recognition Programmes)]**

The Assistant Manager (Coaching Awards and Recognition Programmes), reporting to Deputy Manager of the SF&OC Coaching Division, will be responsible for the following duties:

- (i) To manage the daily operation and delivery of Coaching Awards and Recognition Programmes
- (ii) To oversee the nominations and vetting process of Coaching Awards
- (iii) To plan and manage the logistic arrangement of Coaching Awards Ceremony
- (iv) To manage the on-going administration and promotion of Thanks Coach Scheme
- (v) To prepare reporting and documentation related to Coaching Awards and Recognition Programmes
- (vi) To handle administrative and financial matters for the Division
- (vii) 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 working experience, preferable with experience in sports administration, coaching, tertiary education or a related area
- (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

**Post 6: Officer (Coach Registry) [Ref. O (Coach Registry)] (2 vacancies)**

The Officer (Coach Registry), reporting to Assistant Manager (Coach Registry) of the SF&OC Coaching Division, will be responsible for the following duties:

- (i) To process coach registration applications and verify credentials with standard and regulations
- (ii) To maintain and update the Coach Registry database, ensuring accuracy of coaches' qualifications, certifications, and professional details
- (iii) To communicate with coaches, National Sports Associations and relevant parties on the coordination and supports to the coach registration matters
- (iv) To collate information, prepare budget application and reports, statements of accounts on the programmes
- (v) To handle enquires related to coach registration certification and accreditation
- (vi) To perform any other duties as assigned by supervisors

**Requirements**

Applicants should have:

- (i) A university degree or post-secondary diploma in a relevant discipline
- (ii) A minimum of 2 years' relevant working experience, preferable with experience in sports administration, coaching, tertiary education or a related area
- (iii) Good communication and interpersonal skills
- (iv) Good command of both spoken and written English, Chinese and Putonghua
- (v) Proficient in MS-Word, Excel and Chinese word processing
- (vi) Awareness/ knowledge of Child Protection in sport and equal opportunity issues in the context of Hong Kong are an added advantage
- (vii) Candidate with less experience will be considered as Assistant Officer

**Post 7: Officer (Coach Accreditation Programmes and Renewal Scheme) [Ref. O (Coach Accreditation Programmes and Renewal Scheme)]**

The Officer (Coach Accreditation Programmes and Renewal Scheme), reporting to Assistant Manager (Coach Accreditation Programmes and Renewal Scheme) of the SF&OC Coaching Division, will be responsible for the following duties:

- (i) To discharge programme administration for Coach Accreditation Programmes and Renewal Scheme
- (ii) To maintain and update the Coach Registry database, ensuring accuracy of coaches' qualifications, certifications, and professional details
- (iii) To communicate with coaches, National Sports Associations and tertiary institutions on the programmes coordination
- (iv) To collate information, prepare budget application and reports, statements of accounts on the programmes
- (v) To handle enquires related to the programmes
- (vi) To perform any other duties as assigned by supervisors

**Requirements**

Applicants should have:

- (i) A university degree or post-secondary diploma in a relevant discipline
- (ii) A minimum of 2 years' relevant working experience, preferable with experience in sports administration, coaching, tertiary education or a related area
- (iii) Good communication and interpersonal skills
- (iv) Good command of both spoken and written English, Chinese and Putonghua
- (v) Proficient in MS-Word, Excel and Chinese word processing
- (vi) Awareness/ knowledge of Child Protection in sport and equal opportunity issues in the context of Hong Kong are an added advantage
- (vii) Candidate with less experience will be considered as Assistant Officer

**Post 8: Officer (Coaching Awards and Recognition Programmes) [Ref. O (Coach Coaching Awards and Recognition Programmes)] (2 vacancies)**

The Officer (Coaching Awards and Recognition Programmes), reporting to Assistant Manager (Coaching Awards and Recognition Programmes) of the SF&OC Coaching Division, will be responsible for the following duties:

- (i) To process coaching awards nominations with standard and regulations
- (ii) To coordinate all ceremony logistics with vendors and stakeholders
- (iii) To communicate with coaches, National Sports Associations and relevant parties on the coordination and supports to the Thanks Coach Scheme
- (iv) To provide administrative duties which include general office administration, procurement, collation of reports and maintaining databases
- (v) To perform any other duties as assigned by supervisors

**Requirements**

- (i) A university degree or post-secondary diploma in a relevant discipline
- (ii) A minimum of 2 years' relevant working experience, preferable with experience in sports administration, coaching, tertiary education or a related area
- (iii) Good communication and interpersonal skills
- (iv) Good command of both spoken and written English, Chinese and Putonghua
- (v) Proficient in MS-Word, Excel and Chinese word processing
- (vi) Awareness/ knowledge of Child Protection in sport and equal opportunity issues in the context of Hong Kong are an added advantage
- (vii) Candidate with less experience will be considered as Assistant Officer

*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 a one-year contract 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 on or before **2 March 2026**. Please mark the reference of respective post(s) on the envelope to indicate the post(s) you apply for.

- (i) [Ref. M (SF&OC CD)]
- (ii) [Ref. DM (SF&OC CD)]
- (iii) [Ref. AM (Coach Registry)]
- (iv) [Ref. AM (Coach Accreditation Programmes and Renewal Scheme)]
- (v) [Ref. AM (Coaching Awards and Recognition Programmes)]
- (vi) [Ref. O (Coach Registry)] (*2 vacancies*)
- (vii) [Ref. O (Coach Accreditation Programmes and Renewal Scheme)]
- (viii) [Ref. O (Coach Coaching Awards and Recognition Programmes)] (*2 vacancies*)

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.