



The SPORT FOR ALL CONFEDERATION OF HONG KONG, CHINA LIMITED, is responsible for the promotion for "Sport for All" Movement in Hong Kong. We are now looking for the right candidate to fill up the post of **Officer** of the Secretariat on contract basis, which is renewable subject to the prevailing conditions.

Job Duties

The Officer will be mainly responsible for the following duties:

1. Manage all activities of the office of the Sport for All Confederation of Hong Kong, China (Confederation), including supervision and management of clerical staff.
2. Prepare and submit annual budgets and providing regular reports on income and expenditure to the Board of Directors.
3. Attend meetings of the Board of Directors, Annual and other General Meetings as required and provide administrative support.
4. Maintain proper administration, ensure tidy and orderly up keeping of all the Confederation's records and publications.
5. Promote development of the Confederation and arrange media publicity.
6. Liaise with the SF&OC, LCSD and other bodies on funding and other relevant matters.
7. Organize and execute the programmes approved by the Board of Directors of the Confederation.
8. Assist in the preparation and implementation of the Development Plan of the Confederation with a view to raising the standards and broadening the participation base of all the disciplines Sport for All competitions.
9. Ensure timely reporting and conscientious compliance with terms of the Confederation's Subvention Agreements with all the concerned funding bodies.
10. To be responsible to answer enquiry from general public.
11. To handle membership enquiry and application.
12. To be responsible to the chairperson and directly under the Hon. Secretary General in respect to the Confederation.
13. To perform any other appropriate duties as assigned by senior officers and / or office-bearers of the Confederation.

Requirement

Applicants should have:

- (i.) A recognized university degree or equivalent in sports management/ administration / Physical Education or relevant disciplines; as one of the subjects studied, with LCC Intermediate Accounting or above is preferable;
- (ii.) A minimum of one year's work experience in sports sector or government is preferable;
- (iii.) Good command of written and spoken Chinese and English.
- (iv.) Good knowledge of and working experience in common computer applications.



中國香港群眾體育聯會有限公司

SPORT FOR ALL CONFEDERATION OF HONG KONG, CHINA LIMITED

Address: Room 1032A, Olympic House, No.1, Stadium Path, So Kon Po, Causeway Bay, Hong Kong

Website: <http://sportforallhk.org/>

E-mail: secretariat@sportforallhk.org

Remuneration

Successful candidate will be appointed on contract basis with monthly 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. Successful candidate will be offered the post at a salary subject to his background and work experience.

Application

Interested parties should send full resume with current and expected salary to the Secretariat (secretariat@sportforallhk.org), Sport for All Confederation of Hong Kong, China Limited, Rm1032A, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong on or before 7 July 2024.

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.