



中國香港殘疾人奧委會
CHINA HONG KONG
PARALYMPIC COMMITTEE



Sports Administration Officer (Contract)

Applications from interested candidates are now invited for the post of Sports Administration Officer (Contract) with a 1-year contract. Contract renewal will be considered.

Job Highlights

- Annual leave
- Medical insurance

Job Description

- To be accountable to the Senior Sports Programme Officer
- Assist in administration work for Hong Kong's participation in major multi-sports games, and/or national sports events and competitions
- Assist in coordinating Para coach education and manage other Para Sports outreach programmes
- Responsible for preparing and delivering reports to the government
- Coordinate IT-related vendors and services for HKPC office
- Perform any other duties as assigned by the senior officers

Requirements

- A bachelor's degree with sports background is preferred. Candidates with administration and related work experience in National Sports Associations will be in definite advantage.
- A minimum of 2 years' working experience. Knowledge and experience in Para sports will be a plus.
- Knowledge on managing IT-related service vendor.
- Experience with project management, budget planning and control
- Ability to work effectively independently with strong organizational and time management skills.
- Fluency in oral and written English and Chinese

Salary will depend on qualifications and related work experience. Annual leave, Mandatory Provident Fund, and Medical Insurance will be provided.

Application

Please send full resume with cover letter, current and expected salary to China Hong Kong Paralympic Committee by email to hr@paralympic.hk on or before 23 November 2023. Late applications will not be considered. Applicants not contacted within six weeks may consider their application unsuccessful.

All applications will be treated in the strictest confidence. Data collected will be used for recruitment and other employment-related purposes only.