



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

## **Project Officer (Contract)**

Applications from interested candidates are now invited for the post of Project Officer, to be employed by Para Athletes and Friends Limited (PAAF), with contract ends on 31 December 2025.



## **Job Highlights**

- 5% gratuity on completion of contract
- Annual leave
- Medical insurance

## **Job Description**

Para Athletes and Friends Limited (PAAF) is a charitable organisation in Hong Kong with China Hong Kong Paralympic Committee as the founding member. PAAF is established for the advancement of education and social inclusion by providing career education and personal development to current, retiring and retired Para athletes, and educating the community with Paralympic Movement Values through the achievements of athletes.

We are looking for a passionate Project Officer to join the team to develop and run our new project – Para Athletes Ambassador Programme. The appointee will be responsible for the following major duties:

- Plan and coordinate mentorship programme, including ambassadors/ mentors recruitment, schools coordination, organising briefing sessions, gatherings and events
- Plan and coordinate career / personal development workshops, and provide logistics and on-site support
- Liaise and collaborate with internal and external parties to ensure smooth execution of project promotion and operation
- Liaise with vendor and develop promotional materials such as posters, leaflets, booklets, promotional videos etc.
- Be responsible for updates of webpage, social media content creation and design
- Compile programme statistics, prepare reports, funding proposal, presentation deck when required
- Undertake administrative duties and provide secretarial support to the superiors
- Support any ad hoc activities and undertake any other duties directed by the superiors.

## **Qualification**

- Have a recognized university degree or equivalent in related disciplines, such as business administration, people development, marketing and promotion, nonprofit management, social sciences, humanities, education etc.
- Have at least two years' relevant work experience, with experience in charity project management, training and development, marketing and event management, public administration would be an advantage
- Proactive, detail-minded, responsible, adaptable and resourceful self-starter with tactful communication and interpersonal skills
- Excellent command in written and spoken English and Chinese (Cantonese and Putonghua)
- Proficiency in using Microsoft applications including MS Word, Excel, Powerpoint; with knowledge of graphic design software including AI, Photoshop etc. preferred
- Ability to work independently and collaboratively in a fast-paced environment
- Be devoted to serve Para athletes and willing to work flexible shift hours and day, including Sat/Sun and Public Holidays

Salary will depend on qualifications and related work experience. Annual leave, Mandatory Provident Fund, medical insurance, and a 5% end-of-contract gratuity 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](mailto:hr@paralympic.hk) on or before 17 January 2024.

*For those who do not receive our reply after one month from the date of the application deadline should consider their applications unsuccessful.*

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