



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



Project Officer (Event)

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:

1. Event Planning and Execution:

- Coordinate and execute seminars, workshops, and sports trial sessions in schools and organizations.
- Collaborate with stakeholders to ensure the smooth execution of events, maintaining a high level of quality and inclusivity.

2. Para Athlete Engagement:

- Work closely with Para athletes to facilitate their participation in events.
- Foster positive relationships with Para athletes, schools, and organizations to enhance the overall experience.

3. Large-Scale Event Assistance:

- Support the planning and execution of significant events, including the Hong Kong Paralympic Day.
- Assist in logistical arrangements, participant coordination, and on-site management during large-scale events.

4. Communication and Marketing:

- Assist in preparing marketing materials such as posters, leaflets & social media post.
- Communicate effectively with schools, organizations, and stakeholders to promote events and secure participation.

Qualification

- Bachelor's degree in Event Management, Marketing, or a related field.
- Minimum of 2 years of experience in event management or marketing, with a proven track record of successful project execution.
- Strong organizational and project management skills, interpersonal and communication skills.
- Proficiency in using Microsoft applications including MS Word, Excel, Powerpoint; with knowledge of graphic design software including AI, Photoshop etc. preferred.
- Excellent command in written and spoken English and Chinese (Cantonese and Putonghua)
- 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, include 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 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.