

Assistant Manager - Project

Applications from interested candidates are now invited for the post of Assistant Manager - Project, to be employed by Para Athletes and Friends Limited (PAAF), with contract ends on 31 December 2027.



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



Job Highlights

- 5% gratuity on completion of contract
- Annual leave
- Medical insurance
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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 Assistant Manager - Project to join the team to run our signature project – Para Athletes Ambassador Programme (project website: <https://www.paaf.hk/zh-hant>). Appointee will be responsible for following major duties:

1. Programme Planning and Execution:

- Coordinate training workshops, mentorship gatherings, seminars, talks, and sports trial sessions etc. in schools and organizations.
- Collaborate with stakeholders to ensure smooth execution of events and activities, maintaining a high level of quality and inclusivity.
- Foster positive relationships with Para athletes, schools, and organizations to secure participation and enhance overall experience.
- Compile statistics, prepare reports, proposals, presentation deck etc. when required.

2. Marketing and Event Management:

- Coordinate with vendors to develop engaging marketing materials, such as posters, leaflets, and social media post across various platforms.

- Support the planning and execution of significant events, such as ceremonies, fun-days etc.
- Assist in logistical arrangements, participant coordination, and on-site management during large-scale events.
- Perform any other duties as assigned.

Qualification

- Bachelor's degree in any discipline, preferably with 2+ years of work experience in the field of programme management, marketing or event management.
- Strong interpersonal and communication skills.
- Self-motivated, responsible, organised and attentive to details.
- Proficiency in using Microsoft applications including MS Word, Excel, PowerPoint; with knowledge of graphic design software preferred.
- Excellent command in written and spoken English and Chinese.
- Ability to work independently and collaboratively in a fast-paced environment.
- Be devoted to serving Para athletes and willing to work flexible shift hours and day, including weekends 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 1 September.

For those who do not receive our reply after two months from the date of the application 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.

As an Equal Opportunities Employer, PAAF is committed to eliminating discrimination in employment. The vacancy advertised is open to all applicants meeting the basic entry requirement irrespective of their disability, sex, marital status, pregnancy, age, family status, sexual orientation and race.