

## Vacancy of Manager (Recreation and Sport) in Home Affairs Bureau

|                     |   |
|---------------------|---|
| Job Title:          | Manager (Recreation and Sport) 3  |
| Salary:             | \$31,750 per month  |
| Entry Requirements: | <p>Applicants should have –</p> <ol style="list-style-type: none"> <li>(1) a Hong Kong university bachelor degree or equivalent;</li> <li>(2) attained “Level 2” or above in Chinese Language and English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) or Hong Kong Certificate of Education Examination (HKCEE), or equivalent (See Note 1);</li> <li>(3) have at least three years of post-qualification working experience in administrative and executive work, preferably with some experience at managerial level. Knowledge in sports and experience in the field of public relations and marketing, sports management, government or public sector work will be an advantage;</li> <li>(4) a good command of both written and spoken English and Chinese, with basic knowledge of Putonghua;</li> <li>(5) good planning and organisational skills and ability to work independently under pressure;</li> <li>(6) good communication and interpersonal skills;</li> <li>(7) up-to-date knowledge in using the internet and mobile applications; and</li> <li>(8) high proficiency in using PC applications, including MS Word, Excel and PowerPoint.</li> </ol> <p><u>Note 1:</u><br/>For appointment purpose, “Grade E” in Chinese Language and English Language (Syllabus B) in HKCEE before 2007 are accepted administratively as comparable to “Level 2” in Chinese Language and English Language in the 2007 HKCEE and henceforth.</p> <p><u>Note 2:</u><br/>Successful candidates may be required to work at irregular hours or perform duties on general holidays.</p> <p><u>Note 3:</u><br/>Applicants must be retired athletes meeting the following criteria to apply for the position: -</p> <ol style="list-style-type: none"> <li>(1) have at least two years of training at senior level; and</li> <li>(2) have represented Hong Kong at least once in international competitions or national games / championships.</li> </ol> |
| Duties:             | <ol style="list-style-type: none"> <li>(1) to provide administrative and executive support to the Major Sports Events Committee (MSEC) including the drafting of Papers, logistics arrangement for meetings, preparing returns and tables in relation to MSEC’s matters, conducting researches and updating the information of MSEC at HAB website;</li> <li>(2) to handle invitations stemmed from “M” Mark events, including preparation of briefs, drafting messages, apothegms and speeches;</li> </ol>   |

|                              |   |
|------------------------------|---|
|                              | <p>(3) to assist in the updating of operational guidelines, scoring table, application forms in relation to the enhancement of “M” Mark System and preparing briefs and answer enquiries in relation to the Major Events Matching Grant Scheme;</p> <p>(4) to assist in the processing of applications for “M” Mark status, such as arranging the circulation of papers, monitoring the progress of the applications and event operation namely to conduct supervision for “M” Mark events and to ensure NSAs’ performance comply with our requirements;</p> <p>(5) to assist in monitoring the accounting records of NSAs in order to ensure the government funding is properly spent;</p> <p>(6) to assist in providing logistic support to “M” Mark event organisers, such as arranging inter-bureau and departmental coordination meetings, solicit other government departments’ operational support like CAS and AMS etc.; and</p> <p>(7) to perform any other duties as assigned by senior officers of the R&amp;S Division(2).</p>  |
| <p>Terms of Appointment:</p> | <p>Successful candidate will be appointed on non-civil service contract terms for a period of 12 months.</p>  |
| <p>Fringe Benefits</p>       | <p>A gratuity may be granted at the end of the contract period if the contract is satisfactorily completed with consistently high standard of performance and conduct. The amount of gratuity payable will be the sum which, when added to the Government’s contribution to the Mandatory Provident Fund (MPF) Scheme as required by the MPF Schemes Ordinance, equals to 10% of the total basic salary drawn during the contract period. In addition to statutory holidays, 12 days paid annual leave, maternity leave and sickness allowance will be granted to the applicant. Details of which will be confirmed at the time of the offer of appointment.</p>  |
| <p>General Notes:</p>        | <p>(a) Candidates must be permanent residents of the Hong Kong Special Administrative Region at the time of appointment unless specified otherwise.</p> <p>(b) As an Equal Opportunities Employer, the Government 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.</p> <p>(c) Non-civil service vacancies are not posts on the civil service establishment. Candidates appointed are not on civil service terms of appointment and conditions of service. Candidates appointed are not civil servants and will not be eligible for posting, promotion or transfer to any posts in the Civil Service.</p> <p>(d) The entry pay, terms of appointment and conditions of service to be offered are subject to the provisions prevailing at the time the offer of appointment is made.</p> <p>(e) Applications which met the specified entry requirements should be made through Hong Kong Sports Institute (HKSI), Hong Kong Athletes Career and Education Programme (HKACEP) Office of Sports Federation &amp; Olympic Committee of Hong Kong, China (SF&amp;OC) and respective NSAs. Applications made by individual applicants to Home Affairs Bureau directly will not be considered.</p> |

|                               |  |
|-------------------------------|--|
|                               | <p>(f) It is Government policy to place people with a disability in appropriate jobs wherever possible. If a disabled candidate meets the entry requirements, he/she will be invited to attend the selection interview/written examination without being subject to any further shortlisting criteria.</p> <p>(g) Holders of academic qualifications other than those obtained from Hong Kong institutions/Hong Kong Examinations and Assessment Authority may also apply but their qualifications will be subject to assessments on equivalence with the required entry qualifications. They should submit copies of their official transcripts and certificates by mail to the below enquiry address.</p>  |
| How to apply:                 | <p>(1) Application Forms [G.F. 340 (Rev.3/2013)] are obtainable from any Public Enquiry Service Centres of District Offices, Home Affairs Department or any Job Centres of the Employment Services Division, Labour Department. The said form can also be downloaded from the Civil Service Bureau's website (<a href="http://www.csb.gov.hk">http://www.csb.gov.hk</a>).</p> <p>(2) Completed application form, together with copies of official transcripts, certificates of academic qualifications and documentary proofs of working experience, should reach your respective nomination organisation (i.e. HKSI, HKACEP Office of SF&amp;OC and respective NSAs) on or before the closing date for application. Please mark "Application for Manager (Recreation and Sport) 3" on the envelope.</p> <p>(3) Applications which are late, incomplete or without the relevant supporting documents may not be considered. Candidates who are selected for interview will normally receive an invitation in about six weeks from the closing date for application. Those who are not invited for interview may assume that their applications are unsuccessful.</p> |
| Enquiry :                     | Please contact your respective nomination organisation (i.e. HKSI, HKACEP Office of SF&OC and respective NSAs).  |
| Closing Date<br>(dd/mm/yyyy): | 09/07/2021   |