

Assistant Project Officer

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



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

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 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:

- Coordinate training workshops and school events; liaise with different parties and provide necessary administrative support to ensure smooth event logistics.
- Maintain effective communication with Para athletes, schools and other stakeholders to ensure active participation in the programme.
- Assist in preparing marketing materials such as posters, leaflets, and social media post.
- Manage relevant database, prepare reports, proposal, presentation deck when required.
- Perform any other duties as assigned.

Qualification

- Bachelor's degree of any disciplines, preferably with 1-2 years of work experience in the field of programme management, marketing or event management; fresh graduates also welcome.
- 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; Putonghua is preferred.
- Be devoted to serve Para athletes and willing to work flexible shift hours, 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 4 July 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.