



香港賽馬會  
The Hong Kong Jockey Club  
同心同步同進 RIDING HIGH TOGETHER

**Jockey Club Community Sustainability Fund  
Artistic Gymnastics Badge Scheme - Project Officer  
(Full-time Post, April – December 2021)**

Duties:

- Undertake administrative and clerical duties
- Maintain a proper filing and accounting records
- Provide secretarial and technical support
- Support ad hoc duties as assigned
- Lesson observation and evaluation
- Assist in reports to the Hong Kong Jockey Club

Qualifications:

- Grade E / Level 2 or above in 5 subjects including English (Syllabus B) and Chinese in HKCEE; or Level 2 or above in 5 subjects including English and Chinese in HKDSE, or equivalent
- Knowledge in Sports / Gymnastics and good command of both spoken and written English and Chinese
- Knowledge in event planning or management is preferred
- Knowledge in Artistic Gymnastics (Coach / Judge) is an advantage

***The above post is financially supported by The Hong Kong Jockey Club Charities Trust.***

Apply in writing or email with full resume and availability to assume duties to:

Hon Secretary

The Gymnastics Association of Hong Kong, China  
Room 1002 Olympic House, 1 Stadium Path  
So Kon Po, Causeway Bay, Hong Kong  
Email address: [hrdept@gahk.org.hk](mailto:hrdept@gahk.org.hk)

*(Deadline for submission of application: 12 April 2021)*