



Job Advertisement

Physical Fitness Association of Hong Kong, China (HKPFA) is a non-profit making national sports association established in 1986. HKPFA is the recognized governing body for “Physical Fitness” sports of Hong Kong SAR, commissioned by the Government of Hong Kong SAR and the Sports Federation and Olympic Committee of Hong Kong, China to foster the professional development of physical fitness in Hong Kong. HKPFA aims to promote concepts and awareness of health, physical fitness and exercise safety in Hong Kong, comprising over 2,000 members who are actively participating in professional fitness training services in the local community. HKPFA is seeking suitable candidate(s) to join the service team:

Programme Officer (contract-based; monthly salary starting from **HK\$18,000**)

Reporting to the Senior Programme Officer or his/her representatives, the appointee will:

- Be responsible for planning, implementing and evaluating the programmes.
- Organize and manage a large-scale funded community fitness programme
- Handle external enquiry and facilitate communication with representatives of schools and elderly centres.
- Collaborate with Senior Programme Officer and the service team to maintain daily project operations.
- Provide hands-on and administrative support to the Senior Programme Officer or his/her representatives.
- Handle ad hoc duties as assigned.

Academic degree:

- Preferably possesses bachelor degree or above, majoring in physical education, exercise science, sports science, public health or relevant disciplines

Working experience:

- 2-year solid experience in non-governmental organizations, funding bodies, academic departments, research institutes, or relevant companies is preferable.
- Candidates with experience in project management, recreational management or elderly service are preferable.

All candidates are expected to have:

- Proficiency in Chinese and English (both written and spoken);
- Good interpersonal and communication skills with a service-oriented mindset;
- Strong commitment and dedication to the assigned duties;
- Good computer skills and knowledge of MS Office, including Chinese word processing;
- Sexual conviction record clearance;
- Basic knowledge of research execution would be an advantage;
- On-site assistance to provide fitness services in kindergartens required, and
- Willingness to work outdoors and with flexible hours.

A highly competitive salary commensurate with qualifications and experience will be offered, in addition to annual leave and medical benefits.

Closing Date for Application: 19 Sept 2025

Please send cover letter and C.V. to **Senior Community Development Officer** through email (phoebe@hkpfa.org.hk) or mail (Address: 17/F, Cheuk Nang Centre, 9-11 Hillwood Road, Tsim Sha Tsui, Kowloon, Hong Kong). Please mark “**Application of Programme Officer**” in the heading of email / on envelop. Only short-listed candidates will be invited to have interviews.

All applications will be handled confidentially. Personal information collected will be used for recruitment purpose only and destroyed 3 months after the recruitment.

Further information about HKPFA is available at website <http://www.hkpfa.org.hk>

Telephone hotline 2838 9594 (Ms. Phoebe Wan)