



The Physical Fitness Association of Hong Kong, China (PFA) is a voluntary and non-profit making organization. We are committed to education and promotion of health, physical fitness and wellness and composed of nearly 2,000 members who are actively involved in professional services and community programmes relating to health and fitness. We are seeking suitable candidate to join our team:

Assistant Development Officer

PFA offer various types of physical fitness services to the community. The scope of services includes community fitness testing, health & fitness consultation, exercise classes, exercise demonstration, exercise ambassador or volunteer training, health & fitness talks and workshops. Reporting to Executive Director or his/her representatives, the appointee will (i) develop innovative community fitness programmes; (ii) liaise collaboration among governmental departments, district councils, non-governmental organizations, schools and corporate bodies; (iii) manage administrative staff, community service coordinators and over 400 fitness ambassadors; (iv) perform any job duties assigned by Executive Director and members of the Executive Committee.

Qualifications and Required Attributes:

- Bachelor's degree majoring in public health, health promotion & education, sports and recreational management, physical education, social work, event management, marketing or related streams; Credentials in physical fitness, health promotion and education would be an advantage;
- At least two-year working experience in relevant position; Good knowledge and ability in website and database management would be an advantage;
- Proficiency in written and spoken Chinese and English; Fluency in Putonghua would be a distinct advantage;
- Good interpersonal and communication skills with a service-oriented mindset; Strong commitment and dedication to the assigned duties;
- Excellent proficiency in computer skills, e.g. Microsoft Access, Words, Excel and Powerpoint;
- Willingness to work outdoors and with flexible hours;

Closing Date for Application: 30 September 2014

Please send cover letter and C.V. (you are required to list your current and expected salaries in your application) to **Executive Director** through email (hr@hkpfa.org.hk) or mail (Address: Physical Fitness Association of Hong Kong, China, 17/F, Cheuk Nang Centre, 9-11 Hillwood Road, Tsim Sha Tsui, Kowloon). Please mark "**Application of Assistant Development Officer**" as the heading of the email message or on to envelop. Only candidates in the short-list will be invited to have an interview.

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 PFA is available at the website <http://www.hkpfa.org.hk> .