



Anti-Doping Organization of Hong Kong, China (“ADOHK”) is an independent national anti-doping organization in Hong Kong, China region. We work closely with World Anti-doping Agency (WADA) aimed to protect clean sport and fair play through comprehensive education and Anti-doping programs. We are now looking for the right candidate for the post of **Testing Assistant** [Ref. TA] on **1-year contract**.

Duties

The Testing Assistant will mainly be responsible to:

- To provide administrative support to ADOHK Programmes;
- To conduct doping tests in accordance to relevant International Standards;
- To assist in the preparation and execution of Test Plan at the competitions and the multi-sports games held in Hong Kong;
- To assist in monitoring and collecting whereabouts from Testing Pools athletes;
- To organize and maintain a comprehensive filing system including the secure storage of confidential documents; and
- To perform any other duties assigned by the seniors.

Requirements

Applicants should have:

- A recognized university degree in sports management, education or relevant disciplines;
- At least one year of related working experience
- Experience in the sports or government sector or subvention bodies is preferable;
- Ability to strictly follow procedures and protocols;
- Initiative and willingness to work on shift duties including holidays;
- Good command of written and spoken Chinese and English;
- Able to work under pressure and to meet deadlines;
- Basic PC knowledge would be needed.

Remuneration

The successful candidate will be appointed on a one-year contract. Fringe benefits include MPF, annual leave and employee insurance.

Application

Interested parties should send a full resume with current and expected salary to the Human Resources Department at Upper 10/F, Sports Complex Building, South China Athletic Association, 88 Caroline Hill Road, Causeway Bay, Hong Kong or send to hr@antidoping.hk on or before 27 November 2024.

All applications will be treated in the strictest confidence. The personal data provided will be used strictly in accordance with the Personal Data Policies. Applicants who do not hear from us within 4 weeks after the closing date may assume their applications unsuccessful. All information on unsuccessful candidates will be destroyed within 6 months.