



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](mailto:hr@antidoping.hk).

All applications will be treated in the strictest confidence. The personal data provided will be used strictly in accordance with the Personal Data Policies.