



# THE HONG KONG FOOTBALL ASSOCIATION LIMITED

香 港 足 球 總 會 有 限 公 司

## Referees Coordinator

Established in 1914, the Hong Kong Football Association (HKFA) is the national sports association for football in Hong Kong. We are committed to enhance football development in Hong Kong. Over the past years, HKFA has been effective in broadening the base of participants and expanding various development programmes on community football covering grassroots and youth football, women's football and futsal. We provide coaching education and referee training courses to increase the supply of qualified coaches and referees to support player development and improve the standards of refereeing. We also organize football leagues, local and international competitions.

Based on the solid groundwork laid in the past years, the continual collaborations with football stakeholders as well as funding support from the FIFA, AFC, the Government of the HKSAR, the Hong Kong Jockey Club and other sponsors, we keep moving in the right directions for the implementation of our new HKFA five year strategic plan, namely "The Vision 2025 Strategic Plan", which the major goals identified vary from increased participation opportunities for all, viz. "Football for Everyone" to a long-term target of a Hong Kong men senior team going to the FIFA World Cup in 2034.

Our future success depends on the diverse talent and performance of dedicated employees. We now call for applications to fill this position which is under the Referees Department in the organization structure of HKFA. Reporting to the Head of Refereeing, the appointee will be responsible for the following:

### Job Descriptions

- To assist the daily operations of the Referees Department including data management, accreditation of referees and all referees trainings
- To assist the operations of all trainings and courses for referees
- To handle referees' registration, logistics and data management
- To perform website updating, ensure accurate information of Referees Department is shown on the HKFA website
- To handle all the matches' video for referee technical study
- To create teaching materials for referee development
- To perform such other duties and responsibilities as reasonably instructed by the Head of Refereeing from time to time

### Qualifications and Experience

- Preferably tertiary education or above
- Preferably with relevant working experience
- Well-organized, independent, detail-oriented and pro-active
- Willing to work overtime, in irregular hours, able to perform under pressure and meet tight deadlines.
- Familiar with MS-Office application and Chinese input and possessing video editing skills
- Good command of written & spoken English and Cantonese
- Having a valid driver's license (No. 1 or 2) and a clean driving record would be advantageous

**The successful candidate will be offered on a contract term employment. Starting salary will be commensurate with qualifications and experience. Our employee benefits include Group Medical and Life Insurance to the right candidate.**

Interested parties should submit the [completed application form](#) enclosing a full CV with details of current & expected remuneration to HR Section of HKFA. Applications must be sent to [hrrecruit@hkfa.com](mailto:hrrecruit@hkfa.com) on or before **8 June 2021**.

Please ensure that you have explored the following official link which lists the relevant instructions before making an application:

[www.hkfa.com/en/load\\_page/82](http://www.hkfa.com/en/load_page/82)

**The information provided by the applicants will be treated in strict confidence and will only be used for the purpose of considering your employment application.**