



THE HONG KONG FOOTBALL ASSOCIATION LIMITED

香 港 足 球 總 會 有 限 公 司

Human Resources Officer

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.

We now call for applications to fill this position which is financially supported by the Home Affairs Bureau's Arts and Sports Development Fund. The position is under the Human Resources Department in the organization structure of HKFA. Reporting to the Human Resources Director, the appointee will be responsible for the following duties:

Job Descriptions

- Handle monthly payroll and MPF management for a workforce of 100, issues cheques payments and perform annual tax return filing
- Handle compensation and benefits, such as employees insurance and staff wellness programme
- Assist in making improvements on various systems and workflow procedures
- Perform filing, record keeping and data protection, administer sensitive employee information and documentation
- Undertake administrative and clerical duties in the Human Resources Office
- Prepare work for implementation of new HRIS, enter and update large volumes of employee information into databases and ensure the data is accurate and complies with legislation
- Assist in compiling monthly reports, Work with the teammates to carry out training and development initiatives
- Handle recruitment activities from job posting, receiving applications, interview coordination and employment offer approval
- Employee on board administration support and conduct reference check for new employees
- Other duties and ad hoc projects as assigned by the Human Resources Director

Qualifications and Experience

- Degree holder major in Human Resources Management
- Relevant experience in the similar position
- Working experience of implementation of HR software and information system is an advantageous
- Familiar with MS-Office application
- A high level of professionalism, the ability to work accurately, with good attention to detail
- Good command of written and spoken English and Cantonese
- Well-organized, methodical and thorough approach to work

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 are required to submit the [completed application form](#) enclosing a full CV with details of current & expected remuneration to HR Department of HKFA. Applications must be sent to recruitahrm@hkfa.com on or before **3 February 2022**.

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

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.

Posting Date: 21 January 2022