



THE HONG KONG FOOTBALL ASSOCIATION LIMITED

香 港 足 球 總 會 有 限 公 司

Women's Football Licensing Administrator

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 Technical Development Department in the organization structure of HKFA. Reporting to the Club License Manager, the appointee will be responsible of the women's club licenses and related programs overseen by the Hong Kong Football Association, with particular focus on the implementation of the Women's Club Licensing.

Job Descriptions

- To manage the women's club licensing administration
- To meet with football club staff on regular basis to ensure football clubs are proceeding with club license and the related programs and able to meet the submission deadline
- To educate and train women football club personnel who are new to the club license process
- To carry out internal appraisal of the club license submission throughout the club license process
- To advise clubs if submission does not meet the required criteria
- To conduct workshops throughout the year to educate and update clubs on club license regulations
- To prepare report for the First Instance Body and Appeals Body on the football clubs 'Club License' submissions
- To assist, advise and monitor the licensees during the season

Qualifications and Experience

- Preferably tertiary education or above
- An understanding of football
- Willing to work long and unsociable hours during peak period to meet fixed deadlines
- With experience in regulatory or compliance is preferable
- Well-developed liaison, interpersonal, oral and written communication skills
- Sound administrative skills
- Excellent IT skills
- Fluent in English

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 hrrcruit@hkfa.com on or before **21 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.