



THE HONG KONG FOOTBALL ASSOCIATION LIMITED

香 港 足 球 總 會 有 限 公 司

Personal Assistant to CEO

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 financially supported by the Home Affairs Bureau's Arts and Sports Development Fund. The Position is under the CEO Office in the organization structure of HKFA. Reporting to the Chief Executive Officer, the appointee will be responsible to support the Chief Executive Officer and senior management team for secretarial works in Association:

Job Descriptions

- To support and assist the Chief Executive Officer and Management Team in performing executive and secretarial services in support of management
- To arrange and attend meetings, to prepare agenda and minutes, to provide secretarial duties as required
- To assist the General Secretary and other senior management in taking minutes at the Committees meetings as appropriate, and coordinating meetings of the HKFA Board of Directors and various committees
- To maintain central filing of documentations
- To support and assist in the organization and co-ordination of various projects, functions and activities in relation to the Association's present and future needs and to the Association's overall Objectives
- To prepare reports and presentations as directed by the Chief Executive Officer
- Other duties as directed by the Chief Executive Officer and Management Team with prior approval from Chief Executive Officer

Qualifications and Experience

- A Degree Holder
- Minimum of 6 years relevant working experience
- Bilingual in English and Cantonese
- Able to work under pressure and overtime, balancing conflicting demands and tight deadlines
- A consultative style – in order to get the right balance in working with various personnel, but also a clear and thoughtful decision maker
- Committed to continuous personal and organizational Improvement
- Mature & Independent
- Excellent in planning & organization and priorities takes

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 hkfarecruit2022@hkfa.com on or before **16 March 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.