



THE HONG KONG FOOTBALL ASSOCIATION LIMITED

香 港 足 球 總 會 有 限 公 司

Assistant Human Resources Manager

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 Human Resources Department in the organization structure of HKFA. Reporting to the Human Resources Director, the appointee will be an integral part of the Human Resources Department. The appointee will partner with the HR Director to drive organization-wide development plan, manage changes to achieve HR operational success and performance. The main duties are listed below.

Job Descriptions

- Lead HR subordinates and oversee employment related matters
- Identify and provide decision support on full spectrum of HR functions, from policy implementation, recruitment, employees' engagement, performance management, organization development, compensation and benefits, as well as new HR initiatives
- Drive the annual HR budget and manpower review process, provide HR reports and analysis on regular basis for strategic planning, review and decision-making
- Design and implement substantive HR development strategies, assist to make improvements on HR process and procedures to enhance work effectiveness and accuracies
- Enforce compliance, develop strategic solutions and ensure consistent practice and procedures to reduce operational risk and resolve issues
- Ensure the confidentiality, integrity and availability of HR information is protected
- Strengthen employer branding, build strong work relationships with all level of colleagues, be able to influence and demonstrate leadership and effectively managing human capital

Qualifications and Experience

- Degree holder with major in Human Resources Management or other relevant discipline
- HR hands on experience performing a generalist role and a stable work history is a must
- Preferable 10 years of managerial experience, of which over 5 years supervisory work experience in NGO/ subvented organizations/ National Sports Association
- Prior exposure to professional services environment will be an added advantage, e.g. experience in dealing with auditors or solicitors
- Strong initiative with a high sense of urgency, able to handle competing priorities with accuracy and efficiency
- Able to collaborate cross-functionally and an effective communicator
- Self-motivated, solution-oriented, well-organized and able to work under pressure
- Proficient in written and spoken English and Chinese
- Candidates with lesser experience will be offered the position of Senior Human Resources Officer

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 hrrecruit@hkfa.com on or before 27 March 2022.

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.