



THE HONG KONG FOOTBALL ASSOCIATION LIMITED

香 港 足 球 總 會 有 限 公 司

Competitions 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 Competitions Department in the organization structure of HKFA. Reporting to the Competitions Manager, the appointee is required to assist the Competitions Manager in managing and organizing all local women competitions. The main duties are listed below.

Job Descriptions

- To assist the Competitions Manager in managing and organizing all local women competitions
- To organize school 7-a-side girls' football cup
- To organize women's league and girls' league
- To be involved in the operation of all competitions held in Hong Kong
- To assist the Competition Officer in preparing and maintaining all the equipment and uniforms needed for the competitions
- To handle the collection and filing of all match reports
- To perform such other duties and responsibilities as reasonably instructed by the Competitions Manager and Head of Competitions from time to time

Qualifications and Experience

- Post-secondary education or above
- Preferably have 1 year working experience, with hands-on related experience in National Sports Associations or sports related company is a merit
- Familiar with MS-Office application and Chinese input
- Well-organized, independent, detail-oriented and pro-active
- Willing to work overtime, in irregular hours, under pressure and meet tight deadline
- Good command in English and Cantonese
- Have a valid driver's license 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 please send full resume with present & expected salary and available date by **"APPLY NOW" on or before 12 December 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

We are an equal opportunity employer and welcome applications from all qualified candidates. Applicants not having heard from us within four weeks from the date of deadline may consider their applications unsuccessful.

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.