



THE HONG KONG FOOTBALL ASSOCIATION LIMITED

香 港 足 球 總 會 有 限 公 司

Representative Teams Administrative 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 financially supported by the Culture, Sports & Tourism Bureau Development Fund. The position is under the Technical Development Department in the organization structure of HKFA. Reporting to the Head Coach, the appointee is responsible for the following:

Job Descriptions

- Prepare football calendar attending to detail and with enough anticipation to ensure quality at higher standards.
- Develop football budget through consultation with Head Coach/Technical Director.
- Be the liaison person among coaching staff, Head Coach and support staff, and clubs.
- Provide individualized support to domestic and overseas players in off-field matters related to HKT.
- Manage support staff so they are fully aware of their responsibilities
- Liaise between players, coaching staff, Head Coach and Clubs.
- Responsible for developing and implementing players' code of conduct for HKFA Representative Teams and other relevant policies so players are fully aware of their responsibilities
- Develop a check list for a systematic operational plan
- Inform domestic, overseas clubs of players selection and training requirements
- Guide administrative staff to coordinate all logistics preparation and on-site logistics operations for all representative teams, with a special focus in Senior Team.
- Attend all Team Managers functions and Technical Meetings for international events and fulfill requirements including submission of team sheets and match reports
- Follow up all medical procedures and insurance claims in a timely manner
- Ensure all protocols are followed for international games e.g., exchange of gifts, dress codes, drug testing, players attendance to official functions etc.
- Coordinate the testing, conditioning and medical support to representative teams
- Any other reasonable related duties requested by Head Coach / Technical Director

Qualifications and Experience

- A sports related degree or equivalent experience in high performance football managing/coaching
- Preferably coaching and/or playing relevant experience in high performance football.
- Previous experience in Football Operations or other elite sports is preferred.
- Understanding of both Domestic and International Football as pertaining to Hong Kong is desirable.
- Outstanding organizational, communication and people management skills
- Effective leader with a proven track record of successfully leading teams
- Experience in developing and executing logistical plans and managing sports teams at elite level
- Shows initiative and has a positive attitude to problem solving
- Effective administrator who has experience producing planning documents and reports
- Bi-lingual is preferable, with an excellent command of written and spoken English and ability to communicate in Chinese (Cantonese) is 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 26 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.