



THE HONG KONG FOOTBALL ASSOCIATION LIMITED

香 港 足 球 總 會 有 限 公 司

Technical Development 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 Representative Teams Administrative Manager, the appointee will be responsible for conducting work/ programmes in a responsible and timely manner. The main duties are listed below.

Job Description

- To ensure and oversee all aspect of Hong Kong Team and youth National teams and events including budgets, logistics and equipment etc.
- To travel with the Hong Kong senior and youth teams overseas in international competitions and preparations and be available when the HK team plays at home in these competitions
- To ensure LCSD objectives for all National team are met, both youth and senior
- To administer the payments and liaise with finance colleagues, ensure payments processing are done in timely manner and adhere to the required regulations
- To organize and prioritize international events / matches
- To support Hong Kong Team manager and Youth national teams' coaches in players' registration / naturalized players related issue in FIFA/ AFC / EAFF competitions
- To liaise with finance colleagues for the funding application programme of CSTB / HK Jockey Club
- To assist Representative Teams Administrative Manager in monitoring the Hong Kong Team equipment arrangement and other Hong Kong youth representative teams program progress
- To overview on venues, equipment, logistic preparation for Hong Kong Senior teams' and youth national teams training and tournament, both local and overseas
- To communicate with coaches / players for the training / tournament arrangement or detailed information to secure the operations or uphold of events
- To assist Hong Kong coaching staffs in issues such as joining outsiders' event/conference/ submitting Human Resources documents if necessary
- To be involved in all Hong Kong teams' preparation in financial aspect (including budget planning, allowance and bonus summarizing)
- To handle the extra funding application project process such as the funding application from Jockey Club
- To responses to the request of nominations regarding Hong Kong Senior teams' participations in Sports Awards voting or related public events
- To work on the necessary Hong Kong Team communications with other professional football governing bodies including FIFA, AFC for issues related to Hong Kong Team (Such as THE BEST FIFA FOOTBALL AWARDS voting submission and the tournament entry form to AFC for Hong Kong Team)
- To assist clubs in players income compensations applications to the FIFA according to the FIFA Club Protection Programme in case their players who have been selected in the Hong Kong Senior teams getting injuries during FIFA period
- To prepare documents and liaise with clubs from China or overseas regarding the recall of Hong Kong Team players to take part in Hong Kong Team training / matches during the FIFA period

Qualifications and Experience

- Degree in Sports & Recreation Management / Administration

- With 3 years' experience in working with a National Sporting Organization and / or National Teams is preferable.
- Well-developed liaison, interpersonal, oral and written communication and people management skills.
- Sound administrative skills.
- Excellent IT skills.
- Fluent in Chinese and English.
- Strong leadership skills.

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

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.