



# THE HONG KONG FOOTBALL ASSOCIATION LIMITED

香 港 足 球 總 會 有 限 公 司

## Representative Teams Coordinator (Futsal Section)

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 Futsal Manager, the appointee will be responsible for the following:

### Job Descriptions

- To assist in implementing and overseeing all aspects of futsal programmes for the Association
- To liaise with the Futsal Manager for implementation of futsal programmes in a timely manner
- To travel as equipment manager when required
- To ensure futsal development / national team programmes are effectively and efficiently implemented
- To assist the implementation of National / development / school sports programme for the fulfilment of the objectives and service expectations of LCSD
- To conduct work/ programmes in a responsible and timely manner
- To administer the expenses of the activities and liaise with finance colleagues, ensure payments processing are done in timely manner and adhere to the required regulations
- To work with coaches/ players closely
- To provide valid suggestions and ideas for the progressive development of community Futsal / school Futsal development programme
- To be proactive about finding source or supporting for futsal
- To assist the implementation of the Hong Kong Futsal League
- To support the training and competition for all the Hong Kong Futsal National Teams in terms of the administration work
- To be a contact point for National Team coaches & players
- To handle and manage the venues booking for all the National Squads trainings

### Qualifications and Experience

- Completion of HKCEE/ HKDSE / YiJin Programme equivalent or above
- Preferably in possession of AFC Futsal Coaching Level 1 License
- Preferably have at least 1 year working experience, with experience in a National Sport Association (NSA) and / or sport industry is a merit. Fresh graduates are also considered
- Well-developed liaison, interpersonal, oral and written communication and people management skills
- To be proactive at work, ability to work under pressure
- Sound administrative skills
- Excellent IT skills
- Fluent in Chinese and English
- 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 to [hkfarecruit2022@hkfa.com](mailto:hkfarecruit2022@hkfa.com) on or before 6 February 2023.**

**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](http://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.**