

The Hong Kong China Korfball Association Ltd. (HKCKA) (中國香港合球總會有限公司) has been actively promoting the sport of korfball in the past decade locally & successfully solicited excellent world standing at the international arena. The Association is now inviting high calibre candidates to fill up the following positions:-

(Ref No. : SE/22/1)

**體育幹事**

**SPORTS EXECUTIVE**

**RESPONSIBILITIES and DUTIES**

- Manage all activities and competitions, including supervision and management of clerical staff
- Prepare annual plan, annual budget, statement of account and programme report of various programmes of the Association
- Attend meetings of the Executive Committee and provide administrative support
- Liaise with the LCSD and other bodies on funding and other relevant matters
- Maintain proper administration of the NSA office
- Organize and execute the programmes approved by the Executive Committee of the NSA
- Ensure timely reporting and conscientious compliance with the terms of the LCSD Subvention Agreement
- Manage and update event website and social media platforms
- Ensure tidy and orderly up keeping of all the NSA's records and publications
- Liaise with clubs, teams, coaches, referees and/or members and handle general enquiries
- Support any ad hoc event and undertake any other duties as directed by the Executive Committee and office-bearers of the Association

**REQUIREMENTS**

- An Associate Degree from a Hong Kong tertiary institution / a Higher Diploma from a polytechnic university or polytechnic in Hong Kong or Hong Kong Institute of Vocational Education or equivalent;
- A minimum of two years' experience in related field preferable;
- Good command of English and Chinese;
- Proficient in MS Office applications, and Chinese/English word processing;
- Strong interpersonal, communication and presentation skills;
- Diligent and detail-oriented, self-motivated and good team player;
- Good project management skills, multi-tasking and able to meet tight deadlines;
- Possess the qualification not lower than the LCCI Level II Book Keeping & Accounts or equivalent; and
- Required to perform shifts duties work irregular hours and overtime (including on Saturdays, Sundays and Public Holidays).

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- This post is subvented by the Leisure and Cultural Services Department with Salary HK\$25,803 per month
  - Fringe benefits include Mandatory Provident Fund, Medical Insurance and Annual Leave

Interested individuals should send full Resume via email to our Chairman, [postmaster@korfball.org.hk](mailto:postmaster@korfball.org.hk) on or before **27 May 2022** with subject of “Apply for Sports Executive”. Only suitable candidates will be shortlisted for interviews. Will report duty on or after 1 July 2022.

(All information provided will only be used for recruitment related purpose)