



中國香港手球總會

HANDBALL ASSOCIATION OF HONG KONG, CHINA

Recruitment for the post of Sports Executive (S.E.) (Full Time)

Handball Association of Hong Kong, China is a recognized organization under LCSD's subvention and a member of Sports Federation & Olympic Committee of Hong Kong, China for development and promotion of handball activities in Hong Kong. Salaries: HK\$24,405 per month

Duties:

- Manage all activities of the NSA office, including supervision and management of clerical staff
- Prepare and submit annual budgets and providing regular reports on income and expenditure to the Executive Committee
- Attend meetings of the Executive Committee and provide administrative support
- Ensure tidy and orderly up keeping of all the NSA's records and publications
- Liaise with the LCSD and other bodies on funding and other relevant matters
- Maintain proper administration of the NSA office
- Communicate with HKSI and follow the Five-Year Development Programme for Team Sports
- 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
- Liaise with handball clubs and/or teams and handle general enquiries
- To perform any other appropriate duties as assigned by senior officers and / or office-bearers of the Association

Requirements:

- An accredited 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
- Computer literacy with knowledge of Accounting software, MS Office, Frontpage, Chinese input, Email and internet management an advantage
- Working experience in sports related field an advantage
- LCCI Intermediate or higher level is an advantage
- Independent, willing to work under pressure, overtime and able to meet tight deadline
- Good command of both written and spoken English and Chinese (Good command in spoken, Putonghua is an advantage)

Applications:

Apply in writing by 19 August 2021 with full resume to HAHKC via email to info@handball.org.hk with subject of "Apply for Full Time Sports Executive". Only suitable candidates will be shortlisted for interviews. This post is subvented by the Leisure & Cultural Services Department. (All information provided will only be used for recruitment related purpose. All collected data will be disposed after the completion of recruitment process.)