



香港學界體育聯會

THE HONG KONG SCHOOLS SPORTS FEDERATION

invites application for the post of

SPORTS EXECUTIVE

(Subvented by LCSD)

RESPONSIBILITIES

1. Report to Senior Management
2. Organise and manage sports competitions, events and fixtures
3. Coordinate and provide support to different parties involved in planning and execution of competitions and events
4. Convene various competition committee meetings and provide secretariat support
5. Liaise with member schools, committee members, sports convenors, referees, media, sponsors and NSAs
6. Responsible for webpage design and updates
7. Handle general accounting matters and prepare budgets, financial statements and reports
8. Accompany Hong Kong Team for International / Interport events and exchange programmes to be held outside Hong Kong whenever required

REQUIREMENTS

1. 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
2. A minimum of two years' experience in related field preferable
3. Good command of English and Chinese
4. Proficient in MS Office applications, Sharepoint and Chinese word processing
5. Strong interpersonal, communication and presentation skills
6. Diligent and detail-oriented, self-motivated and good team player
7. Good project management skills, multi-tasking and able to meet tight deadlines
8. Required to work outside normal office hours and on weekends

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- This post is subvented by the Leisure & Cultural Services Department with salary of HK \$22,457.
 - Fringe benefits include Mandatory Provident Fund, Medical Insurance and Annual Leave

SPORTS ADMINISTRATIVE ASSISTANT

(Subvented by LCSD)

RESPONSIBILITIES

1. Undertake administrative duties and provide secretarial support to immediate Executives
2. Organise fixtures, prepare competition materials and provide logistics support to sports events
3. Assist in organising and coordinating schools sports competitions / events and provide on-site support at venues
4. Assist accounting operation and prepare statistic reports
5. Responsible for webpage design and update
6. Liaise with member schools, committees, sports convenors, and NSAs
7. Support any ad hoc event and undertake any other duties as directed by the Executives

REQUIREMENTS

1. Grade E / Level 2 or above in five subjects including English (Syllabus B) and Chinese in HKCEE, or Level 2 or above in five subjects including English and Chinese in HKDSE or equivalent
2. Post-secondary school qualification in sports management an advantage
3. Possess LCCI Level II Book-keeping or equivalent to handle accounting matters an advantage
4. Proficient in MS Office applications, Sharepoint and Chinese word processing
5. Good communication and interpersonal skills
6. Experience in office administration work and organising sports competitions an advantage
7. Required to work outside normal office hours and on weekends

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- This post is subvented by the Leisure & Cultural Services Department with salary of HK \$14,287.
 - Fringe benefits include Mandatory Provident Fund, Medical Insurance and Annual Leave

Interested individuals should send full resume via email to recruitment@hkssf.org.hk on or before **21 November 2018**. Applicants who do not receive invitation for interview by 23 November 2018 are considered unsuccessful.