

The HKWSA is inviting applications for the following post:

(1) Full Time Senior Sports Executive (Report Duty on 1 July 2022 or after)

**Main responsibilities for post / Duties:**

- Manage all activities of NSA office, including supervision and management of all staff
- Make preliminary recommendations and execute policy as well as other policies effectively once approved by the Board and Executive Committee
- Report to committee members and provide secretarial support to the office-bearers and executives of the Association.
- Prepare and submit annual budgets and provide regular reports on income and expenditure to the Executive Committee
- Attend all internal and external meetings and provide administrative support
- Implement professional administration procedures and be responsible for the overall management of the affairs
- Liaise with LCSD, the SF&OC, other organisations and district bodies on matters relevant to the development of the sport
- Maintain communications and providing current news and results of the events with members and its fan base through its website and social media;
- Develop, review and implement NSA's 3 Year Development Plan
- Promote the sport to the public and provide strategic suggestions to optimize the development plan of the Association
- Attract new members and develop membership/coaches/ judges' databases
- Oversee the administration of local and international programmes to ensure that the national teams receive the best preparations for major championships;
- Design the coaching materials for organizing coaching courses. plan, co-ordinate and develop NSA coach accreditation programme,
- Look for sponsorship opportunities for competitions and/or long-term collaborations by contacting related potential companies.
- Manage sponsors to retain and meet their expectations.
- Expand membership benefits
- Other duties as assigned.

**Requirements / Qualification:**

- 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 (Major in Sports Development/Sports Science/Sports and Recreation Studies are preferred)
- A minimum of 5 years' post qualification experience in NSAs is preferred;
- Proficient in MS Office software
- Self-motived, independent with good communication skills;
- Proficient in spoken and written English and Chinese;
- A team worker with passion and willingness to learn new scopes of knowledge;
- Able to work under pressure and meet tight schedules
- Candidates with more sports management/coaching experience and background are preferred.

**Benefits:**

- Salary of \$41,642/month x 12 months a year. Annual leave, mandatory provident fund and medical insurance will be provided.
- Working hours: 10am-6pm, Mon-Fri, 5-Day week.
- Overtime weekend work can be expected during local competitions

**This post is subvented by LCSD**

Interested parties please send the full resume to [hkwsa@hkolympic.org](mailto:hkwsa@hkolympic.org); please contact us at 2504-8168 if you have any enquiry.

Application deadline: 30 May 2022