

Sports Executive

Hong Kong Kendo Association (HKKA) is one of the listed National Sports Associations subvented by Leisure and Cultural Services Department (LCSD), aiming to promote Kendo culture development in Hong Kong. The position, Sports Executive, will play a key role in overseeing the administration of kendo events and supporting communication with internal/external bodies and the LCSD.

Duties:

- To manage all activities of the HKKA office, including supervision and management of administrative staff.
- To prepare and submit annual budgets and providing regular reports on income and expenditure to the Executive Committee.
- To attend meetings of the Executive Committee and provide administrative support.
- To ensure tidy and orderly up keeping of all the HKKA's records and publications.
- To promote development of the sport discipline and arrange media publicity.
- To liaise with the LCSD and other bodies on funding and other relevant matters.
- To maintain proper administration of the HKKA office.
- To organize and execute the programs approved by the Executive Committee of HKKA.
- To assist in the preparation and implementation of the Two to Four-Year Development Plan of HKKA with a view to raising the standards and broadening the participation base of the sport discipline.
- To ensure timely reporting and conscientious compliance with terms of the LCSD Subvention Agreement.
- To take charge of the accounting matters of the LCSD Sports Subvention Scheme.
- To consolidate and response to internal/external communications.

Qualification:

- A Diploma from a registered post-secondary college issued after the date of its registration/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.
- Fluent in Chinese and English, both written and spoken (Cantonese and Mandarin).
- Fluency in Japanese is a plus.

- Experience in sports event management is preferable.
- Independent, detail-minded, and self-motivated.

*This post is subvented by the LCSD.

Salary : HK\$21,803/month

Apply in writing with full resume to:

Hong Kong Kendo Association

Address: Room1029 Olympic House No.1 Stadium Path,

So Kon Po, Causeway Bay, Hong Kong

Tel: (852) 2504 8145 Fax: (852) 2890 8052

Please prefix “Application for the position of Sports Executive”
clearly on the envelope.



“Collected personal data will be used for recruitment purposes only.”