



香港草地滾球總會
HONG KONG LAWN BOWLS ASSOCIATION
SPORTS EXECUTIVE

DUTIES

Reporting to the Senior Sports Executive, the Sports Executive will be responsible mainly for the following duties: -

- Manage the activities of the office including supervision and management of junior staff.
- Prepare and submit annual budgets and providing regular reports on income and expenditure to the Council of Management.
- Organise sports events and programmes approved by the Council of Management.
- Attend meetings of Council of Management and other meetings as required and provide administrative support accordingly.
- Liaise with LCSD and other institutes on funding of local and international events.
- Ensure timely reporting and conscientious compliance with the LCSD Subvention Agreement.

REQUIREMENTS

- A university degree or associate degree from local or overseas universities (with programs in sports administration or business management is an advantage);
- A minimum of 4 years' relevant working experience. Experience with NSAs or sports organizations is an advantage;
- Excellent command of both spoken and written English and Chinese. Ability to speak Putonghua would be an added advantage;
- Good interpersonal and communication skills;
- Able to work independently and under pressure; and
- High level of computer literacy.

APPLICATIONS

Please send full résumé with current and expected salary, soonest availability, contact telephone number, email and postal addresses to **The Honorary Secretary, Hong Kong Lawn Bowls Association**, Room 2010, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong, or email: admin@hklba.org on or before **10th February, 2023**. **Applicants are required to undergo a written test and, upon shortlisted, a follow-up interview.**

All applications will be treated in the strictest confidence. Applicants who are not invited for written tests or interviews within six weeks may consider their application unsuccessful.

This post is subvented by the LCSD.

Data collected will be used for recruitment and other employment-related purposes only.