



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

Responsibilities:

- Manage the activities and maintain a proper administration system of the office.
- Prepare & submit annual budgets & reports, statement of accounts, applications and proposals on various events.
- Liaise with Leisure & Cultural Services Department and other organizations on funding and other matters.
- Oversee international and local programmes to ensure that the national team receives the best preparations for major championships.
- Assist in the preparation and implementation of the Yearly Plan and the organization of various programmes approved by the Executive Committee.
- Supervise and manage other staff.

Qualifications:

- Accredited Associate Degree from a Hong Kong tertiary institution or equivalent (public administration/ human resources subjects studied is an advantage);
- Proficiency in written & spoken English & Chinese (knowing Putonghua will be an advantage);
- Good PC skills, including MS Windows and MS Office (Word, Excel, FrontPage), fast Chinese typing speed is an advantage;
- Effective problem solving, leadership and staff management skills.
- Self-motivated and effective interpersonal skills.

Salary:

- Negotiable subject to qualification & experience.

Applications:

Apply in writing with full résumé, present and expected salary, 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 **29 April 2022**.

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

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

This post is financially subvented by the Leisure and Cultural Services Department.