



Hong Kong Table Tennis Association Senior Sports Administration Officer

Responsibilities:

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

Qualifications:

1. Associated Degree holder or graduate at matriculated level plus post-secondary qualification with Sports / Physical Education / Recreation as one of the subjects studied;
2. A minimum of 6 years' experience in related fields preferably with NSA;
3. Proficiency in English & Chinese;
4. Knowing Putonghua will be an advantage;
5. Good PC skills, including MS Windows and MS Office (Word, Excel, Access, FrontPage);
6. Fast Chinese typing speed is preferable.

Salary:

- Negotiable (subject to qualification & experience)

Benefits:

- Provident Fund / MPF
- Medical scheme.

Apply in writing or E-mail with full resume, present & expected salary to the following address on or before **25 June 2012**

- (1) Hong Kong Table Tennis Association
Room 2008, Olympic House, 1 Stadium Path
So Kon Pon, Causeway Bay
Hong Kong

Please mark "Application for Senior Sports Administration Officer" on the envelope.

- (2) echochiu@hkta.org.hk

(All information provided will only be used for recruitment related purpose.)
** This post is financially supported by the Leisure & Cultural Services Department*