



香港乒乓球總會
Hong Kong Table Tennis Association

Hong Kong Table Tennis Association Senior Sports Administration Officer (Senior Sports Executive)

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.

Qualifications:

1. 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 (Sports/PE/Recreation/Human Resources subject studied is an advantage);
2. Proficiency in written & spoken English & Chinese;
3. Knowing Putonghua will be an advantage;
4. Good PC skills, including MS Word, Excel, PowerPoint;
5. Fast Chinese word processing is preferable.

Salary:

- Negotiable subject to qualification & experience

Benefits:

- MPF
- Medical scheme

Apply in writing or E-mail with full resume, present & expected salary to the following address on or before **31 May, 2022**.

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

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

- (2) recruit@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*

**Successful candidates must consent to undergoing the Sexual Conviction Record Check.*