



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

DUTIES

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

- Manage the activities of International Competitions, Major Local International Events (MLIE) and Local International Events (LIE).
- Prepare and submit annual plans for Hong Kong Team to participate in International Competitions, MLIEs and LIEs and to provide regular reports on income and expenditure.
- To promote and organise School Sports Programmes.
- Attend meetings of Council of Meeting, High Performance Panel, MLIEs and LIEs as required and provide administrative support.
- Ensure all the records and publications of the Association are maintained in proper order.
- Liaise with LCSD and other bodies on funding and relevant matters.
- Ensure timely reporting and conscientious compliance with the LCSD Subvention Agreement.

REQUIREMENTS

- A university degree or associate degree in sports administration or a relevant discipline;
- 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, contact telephone number, email and postal addresses, and availability 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 **27 September 2017**.

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

This post is subvented by the LCSD.

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