



香港草地滾球總會

## **HONG KONG LAWN BOWLS ASSOCIATION**

### **SPORTS EXECUTIVE (INTERNATIONAL & DEVELOPMENT)**

#### **DUTIES**

Reporting to the Executive Committee, the Sports Executive (International & Development) 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 2 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](mailto:admin@hklba.org) on or before **15 June 2018**.

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.