



Executive Director (HK\$ 59,694.00 per month)

Duties:

- To work with the Executive Committee and all Chairperson of Subcommittees to execute the Association overall strategy and implementation the plan;
- To assist in the developing plans and managing the execution of the strategic plan from the different Technical Committee;
- To ensure the Association governance and administration are of high integrity and in compliance with applicable guidelines and regulations from the HKSAR;
- To build an effective team of leaders by providing guidance and coaching to subordinate;
- To maintain and cultivate good relationship with all stakeholders and related parties;
- To manage all activities of the Association, including supervision and management of all staff;
- To attend meetings of the Executive Committee and Technical Committee of the Association and as required and provide professional advice and administrative support;
- To prepare and submit annual budgets, yearly plan, to ensure the keeping of proper records and provide regular reports to the Chairperson and Hon. Treasurer of the Association;
- To ensure timely reporting and conscientious compliance with terms of the Leisure & Cultural Services Department (LCSD) Subvention Agreement;
- To liaise with the LCSD, the Sports Federation & Olympic Committee of Hong Kong, China, Hong Kong Sports Institute, other organizations and related parties on matters relevant to sports development of the Association;
- To monitor local and international programmes, to ensure all national teams receives the best preparations for local and overseas major events / championships;

Qualifications:

- Degree or above in Sports & Leisure Management or relevant disciplines;
- Sport Coaching and First aid certificate;
- High communication and management skill;
- Solid experience in planning for Gymnastics events;
- Team player with excellent leadership, interpersonal skills, strong passion for sports;
- Fluent in both spoken and written English and Chinese;
- Proficient in Microsoft Office (Word, Excel, PowerPoint);
- Minimum 15 years of relevant experience gained in the field of gymnastics, in which at least 8 years are in a supervisory or above position.

The above post is financially supported by the Leisure and Cultural Services Department.

Apply in writing or email with full resume and availability to assume duties to :

Hon Secretary

The Gymnastics Association of Hong Kong, China

Room 1002 Olympic House, 1 Stadium Path

So Kon Po, Causeway Bay, Hong Kong

Email address : hrdept@gahk.org.hk

(Deadline for submission of application: 13 May 2022)

