



THE FOOTBALL ASSOCIATION OF HONG KONG, CHINA LIMITED

中國香港足球總會有限公司

Technical Development Coordinator (Coach Education)

Established in 1914, the Football Association of Hong Kong, China Limited (HKFA) is the national sports association for football in Hong Kong. We are committed to enhance football development in Hong Kong. Over the past years, HKFA has been effective in broadening the base of participants and expanding various development programmes on community football covering grassroots and youth football, women's football and futsal. We provide coaching education and referee training courses to increase the supply of qualified coaches and referees to support player development and improve the standards of refereeing. We also organize football leagues, local and international competitions.

Based on the solid groundwork laid in the past years, the continual collaborations with football stakeholders as well as funding support from the FIFA, AFC, the Government of the HKSAR, the Hong Kong Jockey Club and other sponsors, we keep moving in the right directions for the implementation of our new HKFA five year strategic plan, namely "[The Vision 2025 Strategic Plan](#)", which the major goals identified vary from increased participation opportunities for all, viz. "Football for Everyone" to a long-term target of a Hong Kong men senior team going to the FIFA World Cup in 2034.

Our future success depends on the diverse talent and performance of dedicated employees. We now call for applications to fill this position which is under the Technical Development Department in the organization structure of HKFA. Reporting to the Coach Education Manager, the appointee will be responsible for the following:

Job Descriptions

- To implement and coordinate all aspect of coach education programmes / events in a timely manner.
- To ensure that coach education courses are operating effectively and efficiently.
- To manage and oversee the attire and equipment of the courses.
- To administer the expenses of the activities and liaise with finance colleagues, ensure payments processing are done in timely manner and adhere to the required regulations.
- To keep track of coaches' database and maintain interactions between coaches and the HKFA.
- To have good customer service quality.
- To perform such other duties and responsibilities as reasonably instructed by the Coach Education Manager from time to time.

Qualifications and Experience

- Diploma in Sports & Recreation Management / Administration or equivalent.
- Preferably have at least 1 year working experience, with experience in a National Sport Associations (NSAs) and / or sport industry is a merit. Fresh graduates are also considered.
- Passionate in football.
- Well-developed liaison, interpersonal, oral and written communication and people management skills.
- To be proactive at work, ability to work under pressure.
- Sound administrative skills.
- Excellent IT skills.
- Fluent in Chinese and English.
- Willing to work outdoors and at night.
- Have a valid driver's license and a clean driving record would be advantageous.

The successful candidate will be offered on a contract term employment. Starting salary will be commensurate with qualifications and experience. Our employee benefits include Group Medical, Group PA, Life Insurance and Dental Insurance to the right candidate.

Interested parties please send full resume with present & expected salary and available date by "[APPLY NOW](#)" on or before 8 March 2026.

Please ensure that you have explored the following official link which lists the relevant instructions before making an application:

<https://www.hkfa.com/en/about-us/organisation/career>

We are an equal opportunity employer and welcome applications from all qualified candidates. Applicants not having heard from us within four weeks from the date of deadline may consider their applications unsuccessful.

The information provided by the applicants will be treated in strict confidence and will only be used for the purpose of considering your employment application.