

Senior Sports Executive (Tournament)

The Hong Kong, China Tennis Association (“HKCTA”) is seeking a high caliber candidate for the above position:

Job Description

- Assist and report to the Senior Management including Senior Manager and Director;
- Manage local and local-international tournament by the HKCTA, including supervision and management of clerical staff;
- Set and execute tournament plans and attend to on-site matters;
- Prepare and submit annual budgets, and provide regular reports on income and expenditure to the Council;
- Attend Committee meetings and provide administrative and secretariat support
- Promote development of the sport discipline and assist the media publicity;
- Liaise with the LCSD and other bodies on funding and other relevant matters;
- Maintain the proper administration of the NSA office;
- Assist in the preparation and implementation of the Tournament Plan with a view to raising standards and broadening the participating base of the sport; and
- Ensure timely reporting and conscientious compliance with the terms of the HKCTA /LCSD Subvention Agreement.

Requirements

- A post-secondary qualification with Sports / Physical Education / Recreation as one of the subject studies;
- A minimum of 6 years of relevant working experience;
- Knowledge of tennis or the sports sector is an advantage;
- Willingness to take on additional responsibilities and work irregular hours;
- A Creative, outgoing, flexible, self-driven personality and a strong team player;
- Previous experience in government/NSA/ quasi-governmental organizations is preferred; and
- Fluency in spoken and written English and Chinese, knowledge of Mandarin is an advantage.

Interested candidates please email your resume and expected salary to info@tennishk.org on or before August 7th, 2026. Please indicate on the subject of the email “Application for Senior Sports Executive (Tournament)”.

Applicants who are not invited for interview within three months may consider their applications unsuccessful.

All applications will be treated in the strictest confidence. Personal Data provided by appointees will be used strictly for recruitment and other employment-related purposes only.