HONG KONG ACADEMY OF MEDICINE

Hong Kong Academy of Medicine ("HKAM") was established by the HKAM Ordinance (Cap 419) in 1993. HKAM is an independent institution with statutory power to organize, monitor, assess and accredit all medical and dental specialist training in Hong Kong. It also provides and accredits continuing medical education and continuous professional development for the purpose of specialist registration. HKAM now recruits the following staff.

Project Coordinator / Executive Officer

Major Responsibilities:

- To assist in project coordination and provide administrative support to different teams / related committees, working groups and task forces
- To assist in administrative duties related to education/training
- To assist in organising and accrediting CME/CPD activities
- To perform other duties assigned by the management

Requirements:

- Holder of recognised university degree
- At least 3 years' administration experience, preferably in public sector / professional body
- Proficient in MS Office and data-driven minded
- Well-organised, detail minded, good interpersonal skills
- Good command of English and Chinese

(Please mark "PC/EO" on the envelope)

The successful candidate will be employed on a contract basis, which is renewable subject to the appointee's performance and the needs of the Academy. Starting salary will commensurate with qualification and experience of the successful candidate. To apply for the post, please send a detailed resume, current / expected salary, and contact email / telephone number to the following address or by email to hr@hkam.org.hk. Review of applications will commence after **31 January 2021**:

Chief Executive Officer
Hong Kong Academy of Medicine
99 Wong Chuk Hang Road
Aberdeen, Hong Kong

Information provided by applicants will only be used for recruitment related purposes and will be handled in confidence by authorized personnel. All personal data of unsuccessful candidates will be destroyed after six months from the date of application.