

HONG KONG ACADEMY OF MEDICINE

Hong Kong Academy of Medicine (HKAM) is an independent institution with statutory power to organize, monitor, assess, and accredit all medical and dental specialist training in Hong Kong. In addition, it provides and accredits continuing medical education and continuous professional development, ensuring compliance for the purpose of specialist registration. HKAM now recruits the following staff.

Project Manager (Learning Management System)

Major Responsibilities:

- To lead the development and implementation of an online Learning Management System (LMS) for the Academy
- To liaise with different departments and key stakeholders including the Academy's constituent Colleges to understand the needs and requirements during system development
- To provide executive support and supervision in monitoring the project planning, development and implementation, including budgetary control, reports writing, statistical analysis, etc.
- To monitor and manage the performance of vendors to ensure the agreed standard and service quality
- To serve and provide administrative support to the committees / working groups relating to the project
- To undertake any other tasks as assigned by the management

Requirements:

- Tertiary education or above in Information Technology, Computer Science or a related discipline, with a minimum of 5 years' project management experience, preferably in implementing and developing LMS/e-Learning for public sector / professional body
- Sound knowledge in system design and development
- Strong logical and analytical sense, data-minded
- Excellent client-facing and internal communication skills
- Team player, responsible, self-motivated, able to work independently and proactively
- Holder of PMP or Prince 2 is preferable
- Good command of written and spoken English and Chinese
- Immediately available is preferred

(Please mark "PM (LMS)" 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.