

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.

The Hong Kong Jockey Club Disaster Preparedness and Response Institute (HKJCDPRI) was established in 2014 and funded by the Hong Kong Jockey Club Charities Trust. It is housed in and led by HKAM, aiming to build a prepared community in Hong Kong to respond to disasters. The HKJCDPRI of the HKAM now recruits the following staff.

Project Officer, HKJCDPRI

(Monthly Salary : MPS 9-15 // 17 ; \$ 22,725 - \$31,750 // \$35,040)

Major Responsibilities:

- To support the team to develop, implement and monitor programmes on community engagement, school education and professional training. Support includes but not limited to data and market search, event promotion and recruitment, pre-event and onsite logistics, post-event data entry, etc.
- To liaise and coordinate with programme stakeholders (e.g. government departments, community partners and members, schools and service providers) to ensure a smooth implementation
- To assist in equipment maintenance, inventory management, as well as other tasks on programme administration (e.g. procurement and payment coordination, data consolidation and reporting)
- To support research or literature review on lessons and best practices in disaster risks reduction
- To undertake any other duties as assigned

Requirements:

- Degree holder in Social Work/Science, Education, Health Science, Biology, Geography, Business or other related discipline, with at least 2 years of relevant working experience
- Team player, responsible, self-motivated and able to work independently
- Flexible and good at multi-tasking, highly organised and attention to details
- Good communication and writing skills in both English and Chinese
- Proficient in computer software such as Microsoft Word, Excel, PowerPoint and Outlook
- Experience in supporting digital activities using multi-media (e.g. Zoom, VR/AR, etc.) is a plus
- Willing to travel and work on evenings / Saturdays / Sundays / public holidays when required

(Please mark "DPRI Project Officer" on the envelope)

The successful candidate will be employed on a contract basis. 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 **9 June 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.