

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.

Assistant Manager (Education and Membership)

(Monthly Salary : MPS 9 – 15 // 17 ; \$23,295 - \$32,545 // 35,915)

Major Responsibilities:

- To provide a full range of administrative support to the Education and Membership Team, including fellowship admission, annual subscription, statistical analysis, compilation of report, etc.
- To maintain an accurate and updated membership register and assist in administrative duties related to education and membership
- To assist in organizing and accrediting CME/CPD activities
- To perform any other duties as assigned by the Academy

Requirements:

- Degree holder
 - At least 3 years’ administration experience, preferably in public sector / professional body
 - Proficient in MS Office (particularly Excel) and data-driven minded
 - Well-organized, detailed minded, good interpersonal skills
 - Good command of written and spoken English and Chinese
 - Immediate available preferred
-

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 **2 January 2023**.

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

(Please mark “AM-E&M” on the envelope)

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.