

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 is looking for candidates to fill the following post.

Assistant Manager (Professional Development)

Main responsibilities:

- To plan and implement different initiatives for capacity building in medical professionalism and ethics.
- Support the Academy’s professional development initiatives including but not limited to administration of requests for medical experts and administration of schemes for safeguarding professional standards.
- Coordinate with different relevant parties to collate information, organise seminars and workshops, provide logistic support and arrange associated promotions for the activities.
- Prepare relevant financial / management reports and support in budgetary control.
- Undertake committee work and general secretariat duties as required.
- Handle any other tasks as assigned by the Academy.

Requirements:

- University degree.
- At least 5 years of relevant working experience in project management / event planning.
- Knowledge and work exposure in healthcare related sector / public sector / professional bodies are desirable.
- Experience in administration of government funding is an advantage.
- Good command of written and spoken English and Chinese (including Putonghua).
- Able to work under pressure to meet tight deadlines.
- Require to work outside normal office hours as needed.

(Starting salary will commensurate with qualification and experience of the successful candidate. Candidates with less experience might be considered for the post “Administrative Assistant” as appropriate.)

To apply for the post, please send a covering letter and detailed resume (with the 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 **8 May 2023**.

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

(Please mark “AM-PD” 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.