

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 candidate to fill the following post.

Manager (Corporate Administration)

(Monthly Salary : MPS 17 – 27 ; \$37,585 - \$60,065)

Main Responsibilities:

- To provide secretarial support to the Academy Council / its relevant Committees and handle associated meeting logistics.
- To be responsible for office administration of the Secretariat office.
- To oversee the formulation, implementation and compliance of the procurement policies and procedures.
- To draft speeches, articles, reports, correspondences, written submissions etc. at corporate level, and oversee the production of corporate materials for both external and internal communications, including annual reports, corporate identity guidelines, website contents.
- To act as the contact point for Academy Colleges and external parties (e.g. Government bureaux / departments / overseas counterparts) on corporate affairs and collaboration.
- To plan, co-ordinate and oversee membership services to Academy Fellows and monitor operational matters as determined by the House Committee.
- To assist in organising Academy’s annual events and other corporate activities / initiatives.
- To carry out other duties as assigned by the Academy.

Requirements:

- University degree in Business Administration / communications or equivalent.
- At least 8 years’ hands-on experience at supervisory / managerial level in corporate support / secretariat functions.
- Knowledge and awareness of operation and good governance practices of public / non-profit organization is a plus.
- Exposure in corporate communications / membership services is an advantage.
- Outstanding written and verbal communications skills, with excellent command of both written and spoken English and Chinese * (including mandarin).
- Being a highly-motivated individual who can solve problems, take initiative, focus in details and prioritize multi-tasks in an organised and efficient manner.

* *Remark: Expected with Grade “5” or above in English Language in the Hong Kong Diploma of Secondary Education Examination (HKDSE), or Grade “C” or above in Use of English in the Hong Kong Advanced Level Examination (HKALE), or a minimum overall band score of 7 in the International English Language Testing System (IELTS) with the Writing Subtest score not lower than 7, or equivalent; Grade “5” or above in Chinese Language in the HKDSE, Grade “C” or above in Chinese Language and Culture or Chinese Language and Literature of the HKALE, or equivalent.*

To apply for the post, please send a covering letter and detailed resume with the current / expected salary, contact email / telephone number, as well as the information of your English and Chinese language proficiency (as described in the above job requirements) to the following address or by email to hr@hkam.org.hk. Review of applications will commence after **8 November 2023**.

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

(Please mark “ M-CA” 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.