

## 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.

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### **Manager (Community Engagement), HKJCDPRI**

*(Monthly Salary : MPS 17-24 // 27 ; \$35,040 - \$48,860 // \$55,995)*

#### **Major Responsibilities:**

- To develop the community engagement strategies and plans, and manage the operational plans and budgets
- To plan, coordinate/implement and monitor the community-based public engagement/educational campaigns and projects, and ensure the efficiency and effectiveness of all activities
- To explore collaboration opportunities and build up networks with potential partner organizations and communities
- To provide technical support and conduct capacity building exercises for partner organizations, community members, and internal stakeholders
- To develop periodic programme updates, and prepare quality and accurate narrative and financial reports that meet the requirements of both the management and the donor
- To undertake any other duties as assigned

#### **Requirements:**

- University degree holder or above in Education, Social Work/Studies, Business Management or a related discipline, with a minimum of four years' post-qualification experience
- Track record (preferably in a non-profit setting) in community engagement or public educational programmes. Possess active networks across the NGO sector is a plus
- Background or knowledge in the emergency sector would be an advantage but not a must
- Proficient in written & oral English and Chinese, with the ability to communicate effectively with people from different background and culture
- Excellent interpersonal, analytical and problem-solving skills
- Self-driven, result-oriented and able to work independently
- Proficient in computer software such as Microsoft Word, Excel, PowerPoint and Outlook
- Willing to work on evenings / Saturdays / Sundays / public holidays when required

(Please mark "DPRI Manager [CE]" on the envelope)

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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](mailto:hr@hkam.org.hk). Review of applications will commence after **19 February 2020**.

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.*