

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.

Manager (Professional and Knowledge Development), HKJCDPRI *(Monthly Salary : MPS 17-24 // 27 ; \$35,040 - \$48,860 // \$55,995)*

Major Responsibilities:

- To conduct market research and/or literature review, identify opportunities and devise plans for researches and knowledge generation related to disaster risks management and training
- To liaise and coordinate with partners and/or service providers on research implementation and knowledge dissemination, as well as the subsequent incorporation of the analysis and recommendation into HKJCDPRI's existing programmes
- To conduct needs assessment, formulate training plans, and implement/coordinate disaster management training programmes and/or activities for different targets (e.g. frontline responders, emergency planners, NGO practitioners, general public, etc.)
- To support the development, implementation and maintenance of the institutional knowledge platforms
- To undertake any other duties as assigned

Requirements:

- University degree holder or above in Social Sciences/Work, Sociology, Public Health, Education, Anthropology or a related discipline, with a minimum of four years' post-qualification experience
- Track record (preferably in a non-profit setting) of conducting and/or coordinating training and research projects, as well as analyzing data and trends
- Experience in drafting and/or editing materials on research, training and knowledge dissemination (e.g. concept paper, research proposal, blog and article)
- Background or knowledge in emergency sector would be an advantage but not a must
- Attention to details; ability to articulate abstract ideas into clear and practical messages
- Proficient in written & oral English and Chinese, with the ability to communicate effectively with people from different background and culture
- Proficient in computer software such as Microsoft Word, Excel, PowerPoint and Outlook
- Willing to travel and work on evenings / Saturdays / Sundays / public holidays when required

(Please mark "DPRI Manager (Prof and Knowledge Devt)" on the envelope)

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. Review of applications will commence after **23 April 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.