

## 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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**Senior IT Officer / IT Officer, HKJCDPRI**  
(Monthly Salary: MPS 9 –17 ; \$ \$22,725 –\$35,040)

**Major Responsibilities:**

- To conduct content management, backup and/or recovery for HKJCDPRI's website and other systems, as well as patch management for servers, firewall and network infrastructure
- To diagnose and troubleshoot on hardware and software, and coordinate with the HKAM Secretariat and vendors for related maintenance
- To support team members on the development, implementation and vendor liaison of innovative education programmes
- To generate relevant data and operation information at regular intervals, and prepare statistical reports
- To provide full range of technical support at events, including venue and equipment set-up, manage AVIT equipment, manage onsite logistics/virtual platforms, as well as other pre- and post-event tasks (e.g. mass mailing / faxing, generating and sending of attendance report, electronic certificate and/or awards etc.)
- To provide daily IT support and troubleshooting for office and team members
- To undertake any other tasks as assigned by the Academy

**Requirements:**

- Tertiary education or above in Information Technology, Computer Science or a related discipline, with a minimum of four years' relevant experience
- Familiar with content management and trouble shooting in Drupal and Moodle platforms
- Experience in website administration on Linux system, and virtual/onsite events support
- Basic Knowledge in design software (e.g. Adobe Photoshop) and VR / AR technology is a plus
- Self-motivated, proactive and willing to learn
- A team player with a strong sense of responsibility, good interpersonal and problem-solving skills
- Willing to work occasionally on evenings / Saturdays / Sundays / public holidays
- Immediately available is preferred.

(Please mark "DPRI - IT Officer" on the envelope)

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The successful candidate will be employed on a contract basis. 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 **26 August 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.*