

HONG KONG ACADEMY OF MEDICINE
Hong Kong Jockey Club
Innovative Learning Centre for Medicine (HKJC ILCM)

Hong Kong Academy of Medicine is a statutory body established to train and accredit specialist doctors and dentists in Hong Kong. The Academy has set up the Hong Kong Jockey Club Innovative Learning Centre for Medicine (HKJC ILCM) to provide simulation-based / healthcare education and training to healthcare professionals. The HKJC ILCM of the HKAM now recruits the following staff.

Senior Training Executive, HKJC ILCM

(Monthly Salary : MPS 9 – 17 ; \$22,725 - \$35,040)

Main responsibilities:

- To assist the centre manager on the operations and administration of the Centre
- To coordinate with organizers for planning and organization of training activities, meetings and other events of the Centre
- To apply clinical / technical knowledge and skills acquired through in-house training to provide guidance and support for delivery of training courses
- To assist in funding administration, plan and prepare budgets and other management reports for the Centre
- To provide secretarial support to committees and working groups
- To perform any other duties as the Academy may determine to be relevant to the post

Requirements:

- Holder of Bachelor's degree or equivalent, preferably in education / training or healthcare field
- At least 3 years' solid experience in training coordination / administration / logistics support, with exposure in training, healthcare / hospital environment preferred
- Understanding in medical simulation education & technologies is advantageous
- Good computer knowledge and skills
- Good command of spoken/written English and Chinese (including Putonghua)
- Strong organizational, problem-solving and interpersonal skills with multi-tasking capability
- Self-driven, result-oriented and able to work independently under pressure
- Willing to perform irregular shift duties and frequently work on evenings, Saturdays, Sundays and Public Holidays

(Applicants with less qualification or experience may be considered for the post "Training Executive")

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 **18 October 2021**:

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

(Please mark "ILCM-STE" 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.