

## 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 now recruits the following staff.

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### **Executive Officer (Human Resources and Finance)**

*(Monthly Salary : MPS 9 – 15 ; \$22,725 - \$31,750)*

#### **Major Responsibilities:**

- Handle a full spectrum of recruitment matters including but not limited to job posting, interview arrangement, reference checks and onboarding logistics, etc.
- Manage employee service portal and other related systems for leave administration, regular updates of relevant records
- Implement initiatives for staff training and development
- Assist in budgeting / financial forecasting and preparation of regular financial management reports
- Support routine accounting duties when needed
- Handle different administrative / project-based / ad hoc duties as assigned

#### **Requirements:**

- Holder of Higher Diploma / Associate degree or above, preferably major in Human Resources Management / Accounting or related disciplines
- At least 4 years’ solid experience in recruitment and / or account field
- Exposure in public sector would be advantageous
- Independent, attentive to details, proactive with positive working attitude
- Strong interpersonal and communication skills, with good command of written and spoken English and Chinese
- Proficient in MS Office and general office applications

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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 **27 June 2022**.

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

(Please mark “EO (HR and Finance)” 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.*