

## 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.

The Hong Kong Academy of Medicine Press (HKAM Press) was established in October 2002. As the publishing arm of the Hong Kong Academy of Medicine, the Press aims to provide professional publishing services for a wide range of publications in Hong Kong and in other countries. Keeping pace with the technological advances, the HKAM Press also provides electronic publishing services. HKAM now recruits the following staff.

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### Managing Editor / Publications Manager

#### Main responsibilities:

- To oversee operations of HKAM Press, including budget formulation, resource planning, project management / development, and day-to-day office administration
- To edit scientific manuscripts for adherence to the assignment and established style, and rewrite if necessary
- To advise / train authors in scientific writing and manuscript preparation
- To coordinate with all key persons (authors, photographers, designers etc.) to produce publications on time
- To draft / edit corporate materials where necessary
- To perform other tasks as assigned by the Academy

#### Requirements:

- University graduate, preferably degree in English language
- At least 10 years’ work experience demonstrating mastery of academic written English, including working with researchers who have English as a second language and technical editing of scientific text / illustrations, preferably for scientific, technical, or medical journals / books
- Excellent command of English
- Conversant with PC applications
- Strong interpersonal skills, detail oriented, and capable of handling multiple priorities
- Able to work independently, with people at all levels and under pressure
- Professional editing certification, knowledge of style guides and best practice guidelines, or understanding / work exposure in academic journal publishing is an advantage

(Please mark “ME / PM” on the envelope)

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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 **8 August 2022**.

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.*