

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 temporary staff.

Training Executive (Temporary), HKJC ILCM

Duration: 3 months (with possible extension)

Major responsibilities:

- To assist in daily operations and organization of training activities, meetings and other events of the Centre, including but not limited to administrative, clinical, technical and logistical support, such as operations of audio-visual and technical systems, basic clinical training equipment and other administrative tasks
- To assist in liaison with internal and external parties regarding the Centre's operations and events
- To perform any other duties as the Academy may determine to be relevant to the post

(On-the-job training will be provided to the appointee.)

Requirements:

- Diploma or Degree Holder
- 1-year working experience with exposure in training, healthcare/hospital environment preferred. Fresh graduate is welcome
- Good knowledge of computer literacy, including Microsoft Office programs, e.g. Word, Excel and Powerpoint
- Good command of spoken/written English and Chinese preferred (ability to speak Putonghua an advantage)
- A good team player with good communication skills, a multi-tasking mindset and willing to learn
- Willing to perform irregular shift duties and frequently work on Saturdays, Sundays and Public Holidays

Starting salary will be commensurate with the 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 **14 May 2023**.

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

(Please mark "ILCM-TE (temp)" 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.