

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.

Project Coordinator / Administrative Assistant

Major Responsibilities:

- To assist in coordination work and preparing data / materials for committees, working groups and task forces
- To provide administrative support to education and training, online learning.
- To provide support and answer enquiries related to online learning management system and the associated membership registration systems
- To assist in organising workshops, seminars and other academic activities
- To perform any other duties as assigned by the management

Requirements:

- Holder of recognised university degree
 - At least 3 years administration experience, preferably in public sector / professional body
 - Proficient in MS Office and data-driven minded
 - Well-organized, detail minded, good interpersonal skills
 - Good command of English and Chinese
 - Willing to learn latest e-learning technologies
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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. Review of applications will commence after **2 July 2023**.

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

(Please mark “PC/AA” 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.