

## 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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### **Project Coordinator**

(Monthly Salary: MPS 0-9: \$13,860-\$24,380)

#### **Major Responsibilities:**

- To assist in project coordination and provide administrative support to different teams / related committees, working groups and task forces
- To assist in administrative duties related to education/training
- To assist in developing online learning and e-Learning materials
- To provide support to users of the learning management system
- To perform other duties assigned by the management

#### **Requirements:**

- Holder of a recognised university degree
- At least 3 years of administration experience, preferably in the public sector / professional body
- Proficient in MS Office and data-driven minded
- Well-organized, detail-minded, and good interpersonal skills
- Good command of English and Chinese
- Willing to learn the latest e-learning technologies

The successful candidate will be employed on a three-year contract basis, which is renewable subject to the needs of the Academy and performance of the appointee. 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 **6 September 2023**.

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

(Please mark “PC” on the envelope)

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*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.*