

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.

Administrative Assistant (Professional Development)

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

Major Responsibilities:

- To assist in coordination work and preparing data / materials for committees, working groups, task forces and external parties requesting expert advice from specialists
- To provide administrative support to education and training, online learning
- 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
- Good organisation skills and detail minded
- Strong interpersonal skills in communicating with internal and external parties
- Good command of English and Chinese
- Willing to learn latest e-learning technologies

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 **17 September 2023**.

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

(Please mark “AA-PD” 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.