

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 education and training for patient safety to healthcare professionals. The HKJC ILCM of the HKAM now recruits the following staff.

Manager (Course Administration), HKJC ILCM

Main responsibilities:

- To conduct the planning, scheduling, and delivery of training courses and events.
- To liaise with faculty, trainers, and administrative staff to ensure smooth course delivery and maintain high standards of educational quality.
- To implement and monitor quality assurance processes to maintain and enhance the effectiveness of training programs.
- To manage the allocation of resources, including simulation equipment and training materials, to support various courses.
- To handle administrative tasks related to course administration, including record-keeping, reporting, and compliance with institutional policies.
- To provide secretarial support to committees and working groups.
- To undertake any other duties as assigned.

Requirements:

- A bachelor's degree in healthcare, education, administration, or a related field.
- At least 5 years of experience in course administration, preferably within a medical or educational institution.
- Background or knowledge in healthcare sector would be an advantage but not a must.
- Understanding in simulation technologies / medical simulation is desirable.
- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Proficient in written & oral English and Chinese.
- Proficient in computer software such as Microsoft Word, Excel, PowerPoint and Outlook.
- Willing to work on evenings / Saturdays / Sundays / public holidays when required.

(Please mark "Manager (Course Administration), HKJC ILCM" on the envelope)

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 August 2024**:

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.