

HONG KONG ACADEMY OF MEDICINE
Jockey Club Institute for Medical Education and Development (JCIMED)

Hong Kong Academy of Medicine is a statutory body established in 1993, with the primary object and mandate to train and accredit specialist doctors and dentists in Hong Kong. The Academy is now setting up a dedicated establishment for the provision and further development of postgraduate medical education in Hong Kong, namely the Jockey Club Institute for Medical Education and Development (JCIMED), which will provide education and training to specialists, doctors and other healthcare professionals in Hong Kong. The JCIMED of the Academy now recruits the following staff.

Senior Manager (Medical Education and Training), JCIMED

Main responsibilities:

- To coordinate with course organisers for planning and organisation of medical education programmes in the JCIMED.
- To coordinate the development of training courses in different disciplines, including but not limited to genetics and genomics in clinical settings, aiming to enhance the utilisation of genomic information by healthcare professionals.
- To facilitate the dissemination of medical professionalism and ethics standards through capacity-building activities.
- To ensure seamless coordination between internal teams and concerned parties, integrating all components into the project framework.
- To deploy best practices to ensure smooth operations, timely delivery and quality project outcomes.
- To oversee the upgrading of medical equipment and provision of JCIMED.
- To support the operations and administration of the JCIMED.
- To deliver the Academy's other education and training activities.
- To provide secretarial support to committees and working groups.
- To undertake any other duties as assigned.

Requirements:

- A bachelor's degree in project management, healthcare administration, or a related discipline.
- A minimum of 10 years relevant experience, of which 5 years at managerial level.
- Proven experience in project management, preferably in a healthcare or medical setting.
- Understanding in simulation technologies / medical simulation is preferred.
- Knowledge in medical professionalism and ethics / genetics and genomics in medicine is desirable.
- Strong organizational and coordination skills.
- Excellent communication and interpersonal skills.
- Proficient in written & oral English and Chinese.
- Proficient in computer software such as Microsoft Word, Excel, PowerPoint and Outlook.
- Proficient in Putonghua.
- Willing to work on evenings / Saturdays / Sundays / public holidays when required .

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 **19 August 2024**:

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

(Please mark "SM (Medical Education and Training), JCIMED" 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.