

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 is looking for a candidate to fill the following post.

Deputy Manager (Professional Qualifications and Standards)

(Monthly Salary: MPS 14 - 21: \$33,405 - \$47,010)

Main Responsibilities:

- To help oversee the daily operation / workflow of matters related to professional qualifications and standards.
- To act as one of the key contact points with external parties (e.g. government departments, Medical and Dental Councils, universities and other stakeholders) on matters relating to the education and training.
- To assist the Senior Manager in providing secretarial and administrative support to the responsible committees / sub-committee(s) / working group(s)
- To supervise supporting staff in their daily work, ensure CME/CPD and other important records are properly maintained, and oversee coordination work between the team and different parties including external vendors, Colleges secretariats, etc.
- To support the implementation of initiatives related to medical credentialling, as well as capacity building on medical professionalism and ethics.
- To assist in planning and organising workshops, seminars and other academic activities.
- To perform any other duties as assigned by the Academy.

Requirements:

- University degree holder.
 - At least 8 years’ relevant experience at a commensurate level preferably in the public sector / professional body / medical-related organisation.
 - Knowledge in medical credentialling and good practices of safeguarding professional standards would be an advantage.
 - Highly organized, detail-minded, and excellent interpersonal skills.
 - Proficient in written & oral English and Chinese.
 - Proficient in computer software e.g. Microsoft Office, PowerPoint and Outlook, with data-driven mindset.
 - Knowledge in information systems management is an advantage.
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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 December 2024**.

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

(Please mark “DM-PQS” 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.