

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.

Executive Officer / Administrative Assistant (3 – 6 months Maternity Leave Cover)

Main Responsibilities:

- To assist in coordination work and preparing data / materials for the work necessitated by the new pathway that allows non-locally trained doctors to practise as specialists in Hong Kong, including the vetting of different levels of specialist qualifications and training.
- To assist with the operation / workflow of matters related to education and membership including fellowship admission, annual subscription, fellowship requirements / compliance.
- To help handle enquiries from Fellows.
- To utilize the software tools to support the operations and assist in generating important data, statistical analysis, compilation of reports etc.
- To assist in organising workshops, seminars and other academic activities.
- To perform any other duties as assigned by the Academy.

Requirements:

- Holder of recognised university degree.
- At least 3 years of 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.

The successful candidate will be appointed on a fixed-term contract basis, renewable subject to the Academy’s needs.

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 “EO-AA” 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.