

**HONG KONG ACADEMY OF MEDICINE**  
**Institute for Medical Advancement and Clinical Excellence**

The Institute for Medical Advancement and Clinical Excellence (IMACE) is a newly established professional platform in Hong Kong, dedicated to developing evidence-based clinical protocols and exploring service quality and efficiency standards across both public and private healthcare sectors. Its mission is to enhance healthcare standards in Hong Kong. The Hong Kong Academy of Medicine (HKAM) is responsible for establishing a Secretariat to support the operations of IMACE. The following staff is now being recruited to join the IMACE Secretariat.

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**Senior Manager (Corporate Services)**

The Senior Manager (Corporate Services) will be a key member of the IMACE Secretariat's management, responsible for setting up the office and overseeing different corporate services functions.

**Main Responsibilities:**

- Oversee the setup of the IMACE office, including sourcing and managing office space, infrastructure, and resources.
- Establish policies, procedures, and develop systems to ensure operations of IMACE Secretariat will operate effectively and efficiently, providing professional support to the governing committee(s), its subcommittees / working groups.
- Responsible for office administration, financial management, staff related matters, facility management, procurement, legal and compliance, and other corporate support functions.
- Provide secretary support for the governing committee(s) and subcommittees of IMACE, including organizing and facilitating committee meetings, preparation of meeting agenda, meeting minutes, and compilation of meeting documents and reports etc.
- Liaise with committee members and stakeholders to coordinate follow-up works for decisions and action points.
- Monitor performance metrics, prepare reports, and provide regular updates to the Director and committees.
- Work closely with and support the relevant staff of the main Academy Secretariat as needed and perform other duties commensurate with the position as assigned by the Academy.

**Requirements:**

- A degree in business administration, public administration, or a related field.
- At least 8 years of experience in corporate services, office management, or a similar role, with at least 3 years in a managerial capacity.
- Demonstrated solid experience in committee work or secretariat support, preferably in the public or healthcare sector.
- Strong knowledge of finance, human resources, and administrative systems with excellent people management skills.
- Excellent organizational and project management skills.
- Strong interpersonal and communication skills in English and Chinese.
- Experience working in the healthcare or public sector 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 [IMACE-Recruit@hkam.org.hk](mailto:IMACE-Recruit@hkam.org.hk). Review of applications will commence after **2 February 2025**:

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

(Please mark "SM-CS" on the envelope or email subject)

*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.*