

HONG KONG ACADEMY OF MEDICINE

The 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 now recruits the following staff.

Deputy Manager (Corporate Administration)

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

Major Responsibilities:

- To assist senior management in providing secretarial support to the Academy Council / its relevant Committees and handle associated meeting logistics.
- To supervise supporting staff and be responsible for office administration of the Secretariat office.
- To draft reports and correspondences at corporate level, and support the production of corporate materials for both external and internal communications, including annual reports, website contents etc.
- To liaise with external parties (e.g. Government bureaux / departments / overseas counterparts) on corporate affairs and collaboration.
- To support membership services to Academy Fellows and operational matters as determined by the House Committee.
- To assist in organising Academy’s annual events and other corporate activities / initiatives.
- To carry out other duties as assigned by the Academy.

Requirements:

- University degree in Business Administration / communications or equivalent.
- At least 8 years’ relevant experience in corporate support / secretariat functions at commensurate level, preferably in statutory / public bodies.
- Exposure in corporate communications / membership services is an advantage.
- Good written and verbal communications skills, with excellent command of both written and spoken English and Chinese (including Putonghua).
- Being a highly-motivated individual who can solve problems, take initiative, focus in details and multi-tasks in an organised and efficient manner.
- Immediately available is preferred.

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 **12 March 2025**:

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

(Please mark “DM-CA” 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 from the date of application.