

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. HKAM aims to further strengthen the development of Mainland affairs and is committed with dedicated resources to build and implement educational and partnership initiatives with Mainland counterparts. HKAM now recruits the following staff.

Manager (External and Mainland Affairs)

Main Responsibilities:

- Act as the key contact point for handling different types of external and Mainland affairs and (including media enquiries), and liaison with different local and overseas organisations, including but not limited to Academy’s constituent Colleges, government departments, public bodies, hospitals, universities and academic institutions.
- Act as the primary contact person for liaison of Mainland and Macao related affairs, fostering strong relationships with mainland counterparts and ensuring cultural alignment.
- Oversee the implementation of different projects, e.g. capacity building programme(s) for the Mainland counterparts, including liaison with relevant partners, event logistics, programme coordination, and participant engagement.
- Supervise a small team to manage relevant administrative responsibilities such as scheduling meetings, preparing reports, budgeting and financial management for programme operations, and overseeing travel arrangements for programme-related activities.
- Undertake other duties assigned by the Academy as appropriate.

Requirements:

- University degree holder with at least 10 years’ related experience.
- Proven ability to liaise effectively with Mainland counterparts and strong understanding of Mainland work culture.
- Strong organizational and time management skills, with the ability to handle multiple tasks under pressure and meet tight deadlines.
- Excellent communication and interpersonal skills. Proficiency in Mandarin is a must.
- Prior experience in the medical, healthcare, or public health sector is highly desirable.
- Exposure in public body and / or academic institution is advantageous.
- Willingness to travel overseas / Mainland, and work irregular hours as needed.

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 “M-EMA” 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.