

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 (CME/CPD) for the purpose of specialist registration. HKAM now recruits the following staff.

Clerical Officer (Education and Membership)

Major Responsibilities:

- To utilize Microsoft Excel or other tools to administer the Continuing Medical Education / Continuous Professional Development (CME/CPD) points of the Academy Fellows;
- To prepare regular reports to government and other external parties;
- To assist in organizing CME/CPD activities;
- To support in performing general secretariat duties (e.g. answering of telephone enquiries);
- To perform any other tasks as assigned.

Requirements:

- Post-secondary qualification or above;
 - At least 3 years’ experience in clerical and administrative work, preferably with exposure in public bodies or academic institutions;
 - Good command of both oral and written English and Chinese;
 - Good computer knowledge (e.g. Microsoft Word and Excel) and conversant in English and Chinese word processing. Familiar with database systems is an advantage;
 - May occasionally need to work at weekends / irregular hours.
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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 **30 October 2026**.

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

(Please mark “CO-E&M” 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.