

HONG KONG ACADEMY OF MEDICINE

Hong Kong Academy of Medicine is a statutory body established to train and accredit specialist doctors and dentists in Hong Kong. The Academy has set up the Hong Kong Jockey Club Innovative Learning Centre for Medicine (HKJC ILCM) at its headquarters to provide simulation-based education and training for patient safety to healthcare professionals. The HKJC ILCM of the HKAM now recruits the following staff.

Assistant Technician (Simulation Training), HKJCILCM

(Monthly Salary : MPS 0 – 9 ; \$12,915 - \$22,725)

Major responsibilities:-

- To assist in the provision of simulation training
- To set up and operate AV/IT facilities and medical training equipment
- To carry out routine preventive maintenance and checking
- To provide 1st line technical and clerical support
- To assist in liaison with departments/teams and event organizers on AV/IT requirements and support
- To perform any other duties as the Academy may determine to be relevant to the post

(On-the-job training will be provided to fulfil the above responsibilities.)

Requirements:-

- Post-secondary level or above
- 1 year of working experience preferred (fresh graduate will also be considered)
- Good knowledge in computer literacy, including Microsoft office programs e.g. Word, Excel and Powerpoint
- Good command of spoken/written English and Chinese preferred (ability to speak Putonghua an advantage)
- A good team player with good communication skills, multi-tasking mindset and ability to work independently
- Willing to perform irregular shift duties and work on Saturdays, Sundays and Public Holidays

Starting salary will commensurate with qualification and experience of the successful candidate.

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 **3 May 2021**:

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

(Please mark “Asst. Tech – Sim. Training” 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.