

## 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 for the purpose of specialist registration. HKAM now recruits the following staff.

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### **IT Assistant**

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

#### **Major Responsibilities:**

- To set up PC and peripherals, install software and provide frontline IT support to different departments
- To carry out routine preventive maintenance and checking
- To maintain accurate IT inventory
- To assist audiovisual equipment setup and operation
- To perform any other duties as the Academy may determine to be relevant to the post

#### **Requirements:**

- Holder of Diploma or above in Computer Engineering or related discipline
- 1 year of hands-on experience in IT helpdesk support
- Good knowledge in PC hardware and peripherals, Microsoft product including Windows and Office
- Knowledge in Active Directory environment and networking will be an advantage
- Service-oriented and detail minded
- Good interpersonal skill and team player. Able to work independently
- Willing to perform irregular shift duties and work occasionally on evenings, Saturdays, Sundays and Public Holidays

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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](mailto:hr@hkam.org.hk). Review of applications will commence after **28 December 2021**.

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

(Please mark “IT Asst” 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.*