

## 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 is looking for candidate to fill the following post.

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### Senior Manager (Professional Qualifications and Standards)

#### Main Responsibilities:

- To supervise colleagues of related functions, creating synergies in supporting the Academy’s statutory duties and expanded role in relation to professional qualifications and standards of medical and dental specialists in Hong Kong.
- To liaise with relevant parties and oversee the work necessitated by the new pathway that allows non-locally trained doctors to practise as specialists in Hong Kong, including the vetting of different levels of specialist qualifications and training.
- To oversee all work related to fellowship admission, annual subscription, fellowship requirements / compliance, and assist with the management of important data, statistical analysis, compilation of reports etc.
- To oversee the provision, administration and accreditation of continuing medical education / continuous professional development according to the Academy’s mandate and its associated roles.
- To supervise colleagues in supporting the implementation of initiatives related to medical credentialling, as well as capacity building on medical professionalism and ethics.
- To supervise and support committee work, and perform any other duties where appropriate as assigned by the Academy.

#### Requirements:

- University degree holder.
- At least 10 years’ relevant experience preferably in the public sector / professional body / medical-related organisation, with no less than 5 years at managerial level.
- Good understanding of the current healthcare system and latest development of medical and dental specialist training in Hong Kong.
- Knowledge in medical credentialling and good practices of safeguarding professional standards would be an advantage.
- Highly-organized, detail-minded and excellent interpersonal skills.
- Proficient in written & oral English and Chinese.
- Proficient in computer software e.g. Microsoft Office, PowerPoint and Outlook, with data-driven mindset.

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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](mailto:hr@hkam.org.hk). Review of applications will commence after **1 October 2024**.

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

(Please mark “SM-PQS” 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.*