

HONG KONG ACADEMY OF MEDICINE

Jockey Club

Institute for Medical Education and Development (JCIMED)

Hong Kong Academy of Medicine (HKAM) is a statutory body established to train and accredit specialist doctors and dentists in Hong Kong. The Academy has set up the Jockey Club Institute for Medical Education and Development (JCIMED) to enhance postgraduate medical education through specialized programs, immersive technologies, and a focus on medical ethics, professionalism, and Genetics & Genomics within clinical training environments. The JCIMED of the HKAM now recruits the following staff.

Senior Training Executive, JCIMED

(Monthly Salary : MPS 9 – 17 ; \$25,115 – \$38,715)

Main responsibilities:

- To support the operations and administration of the Institute
- To coordinate with organizers for planning and organisation of training activities, meetings and other events of the Institute
- To apply clinical/technical knowledge and skills acquired through in-house training to provide guidance and support for the delivery of training courses
- To assist in funding administration, plan and prepare budgets and other management reports for the Institute
- To provide secretarial support to committees and working groups
- To perform any other duties as the Academy may determine to be relevant to the post

Requirements:

- Holder of Bachelor's degree or equivalent, preferably in education/training or healthcare field
- At least 3 years solid experience in training coordination/administration/logistics support, with exposure in training, healthcare/hospital environment preferred
- Understanding in medical simulation education & technologies is advantageous
- Good computer knowledge and skills
- Good command of spoken/written English and Chinese (including Putonghua)
- Strong organisational, problem-solving and interpersonal skills with multi-tasking capability
- Self-driven, result-oriented and able to work independently under pressure
- Willing to perform irregular shift duties and frequently work on evenings, Saturdays, Sundays and Public Holidays

(Applicants with less qualification or experience may be considered for the post of "Training Executive")

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 **20 November 2024**.

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

(Please mark "JCIMED-STE" 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.