

**HONG KONG ACADEMY OF MEDICINE**  
**Institute for Medical Advancement and Clinical Excellence**

The Institute for Medical Advancement and Clinical Excellence (IMACE) is a newly established professional platform in Hong Kong, dedicated to developing evidence-based clinical protocols and exploring service quality and efficiency standards across both public and private healthcare sectors. Its mission is to enhance healthcare standards in Hong Kong. The Hong Kong Academy of Medicine (HKAM) is responsible for establishing a Secretariat to support the operations of IMACE. The following staff is now being recruited to join the IMACE Secretariat.

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**IT Analyst**

The IT Analyst will be responsible for setting up, maintaining, and optimizing the information technology infrastructure and IT operations of the Institute for Medical Advancement and Clinical Excellence (IMACE). The existing IT policies and protocols already in place and set up by the Academy are the basis and need to be complied with.

**Main Responsibilities:**

- Set up and configure IT systems, networks, and hardware to support the Institute's operations.
- Perform regular maintenance and updates to ensure system reliability and efficiency.
- Manage servers, databases, networks and cloud services used by the Institute.
- Monitor system performance and ensure uptime and availability of IT services.
- Implement IT security measures to protect the Institute's data and systems.
- Provide technical support to staff, including resolving hardware, software, and connectivity issues.
- Maintain documentation of IT systems, configurations, and operations.
- Support the Institute's digital initiatives, including website, application system development.
- Support the Academy's existing IT functions and perform other duties as assigned by the Academy.

**Requirements:**

- A degree or higher diploma in information technology, computer science, or a related field.
  - At least 10 years of experience in IT systems administration, network management, or similar roles.
  - Proficiency in operating systems (Windows, Linux), networking, and cloud technologies.
  - Experience with IT security tools and practices, including firewalls and antivirus software.
  - Holder of professional certificates in project management is preferred.
  - Strong problem-solving and troubleshooting skills.
  - Excellent communication skills in English and Chinese.
  - Knowledge of the healthcare or public sector environment is an advantage.
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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 [IMACE-Recruit@hkam.org.hk](mailto:IMACE-Recruit@hkam.org.hk). Review of applications will commence after **2 February 2025**:

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

(Please mark "ITA" 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.*