

# HONG KONG ACADEMY OF MEDICINE

## Jockey Club Institute for Medical Education and Development (JCIMED)

The 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 Jockey Club Institute for Medical Education and Development (JCIMED), formerly known as the Hong Kong Jockey Club Innovative Learning Centre for Medicine (HKJC ILCM), to provide education and training for patient safety to healthcare professionals. The JCIMED of the HKAM now recruits the following staff.

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### Assistant Manager (Project Coordination), JCIMED

#### Major Responsibilities:

- To plan, coordinate and execute medical educational conferences and events
- To develop and maintain event timelines and schedules
- To manage logistics and stakeholder coordination
- To handle registrations, event materials and record keeping
- To manage budgets and track expenses
- To identify risks and develop contingency plans
- To monitor project progress, ensure timely project execution and provide regular updates to management
- To analyze outcomes and implement improvements
- To perform any other duties as the Academy may determine to be relevant to the post

#### Requirements:

- Bachelor's degree (education/healthcare preferred)
  - 3+ years in event coordination/administration, preferably in a training or educational setting
  - Healthcare/hospital experience is advantageous
  - Strong project management and computer skills
  - Excellent communication and interpersonal skills
  - Proficient in written and oral English and Chinese (including Putonghua)
  - Willing to work on evenings / Saturdays / Sundays / public holidays when required
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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 **11 March 2025**:

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

(Please mark "JCIMED-AMPC" 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.*