

HONG KONG ACADEMY OF MEDICINE

The 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. HKAM aims to further strengthen the development of Mainland affairs and is committed with dedicated resources to build and implement educational and partnership initiatives with Mainland counterparts. HKAM now recruits the following staff.

Executive Officer (External and Mainland Affairs)

Main Responsibilities:

- Assist in handling external and Mainland affairs, including liaison with different local and external stakeholders
- Implement capacity building programme(s) for Mainland counterparts, including relevant administration and coordination with different local and Mainland partners.
- Handle general enquiries and coordinate with relevant internal and external parties on the follow-ups.
- Assist in media liaison and partnership engagement.
- Undertake committee and secretarial duties and other administrative tasks.
- Perform other duties as assigned by the Academy.

Requirements:

- University degree holder with at least 5 years’ related experience.
- Good understanding and solid exposure in working with Mainland counterparts.
- Strong organizational and time management skills, with the ability to handle multiple tasks under pressure and meet tight deadlines.
- Excellent communication and interpersonal skills. Proficiency in Mandarin is a must.
- Prior experience in the medical, healthcare, academic or public health sector is desirable.
- Willingness to travel overseas / Mainland, and work irregular hours as needed.

(Candidates with less experience may be considered as Administrative Assistant / Clerical Officer as appropriate.)

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 **12 March 2025**:

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

(Please mark “EO-EMA” 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 from the date of application.