

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. It also provides and accredits continuing medical education and continuous professional development for the purpose of specialist registration. HKAM now recruits the following staff.

Assistant Manager (Professional Standards)

Major Responsibilities:

- To plan and implement different initiatives for capacity building in medical professionalism and ethics.
- Support the Academy’s professional development initiatives including but not limited to administration of requests for medical experts and administration of schemes for safeguarding professional standards.
- Coordinate with different relevant parties to collate information, organise seminars and workshops, provide onsite support and coordinate associated promotions for the activities.
- Monitor the timeline and implementation progress of funded projects and assist Committee members with vetting procedures.
- Prepare relevant financial / management reports and support in budgetary control.
- Undertake committee work and general secretariat duties as required.
- Handle any other tasks as assigned by the Academy.

Requirements:

- University degree.
- At least 5 years of relevant working experience in project management / event planning.
- Knowledge and work exposure in healthcare related sector / public sector / professional bodies are desirable.
- Experience in administration of government funding is an advantage.
- Good command of written and spoken English and Chinese (including Putonghua).
- Able to work under pressure to meet tight deadlines.
- Require to work outside normal office hours as needed.

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 **29 April 2025**:

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

(Please mark “AM-PS” 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.