

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. 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 training programs
- To coordinate with committees for planning and organization of the medical symposiums and training courses
- To assist in content organization, faculty coordination and application processing for training courses
- To assist in budget tracking, financial record maintenance and preparation of management reports
- To provide secretarial support to committees and working groups related to development of training courses.
- 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/event organization, with exposure in healthcare/sports environment preferred
- Experience in organizing professional conferences or educational events is advantageous
- Good computer knowledge and database management skills
- Good command of spoken/written English and Chinese (including Putonghua)
- Strong organizational, problem-solving and interpersonal skills with multi-tasking capability
- Self-driven, result-oriented and able to work independently under pressure
- Willing to work on evenings, Saturdays, Sundays and Public Holidays when required

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

The successful candidate will be appointed on a fixed-term contract basis, renewable subject to the Academy's needs.

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 **28 October 2025**.

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.