

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.

Assistant Manager (Project Coordination), JCIMED

(Monthly Salary : MPS 9 – 17 ; \$25,620 – \$39,490)

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

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 **7 September 2026**:

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

(Please mark “JCIMED-AM(PC)” 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.