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 has been actively strengthening collaboration with Mainland counterparts and implementing various healthcare talent development and capacity building initiatives supported by the Institute of Philanthropy and other partners. To support the growing number of projects and programmes, HKAM now invites applications for the following post.

Project Assistant (External and Mainland Affairs)

(Monthly Salary : MPS 0 – 9 ; $ 14,570 - $25,620)

Main Responsibilities:

- Provide administrative and logistical support for Mainland-related projects, training programmes, meetings, visits and events.
- Assist in liaison and coordination with Mainland and local partners, institutions and stakeholders.
- Provide on-site support during programme activities, ensuring that all logistical arrangements run smoothly.
- Support programme implementation, including preparation of documents/reports, meeting arrangements, scheduling and follow-up actions.
- Handle enquiries and assist in daily communication with internal and external parties.
- Provide general administrative and clerical support to the team.
- Perform other duties as assigned by the Academy.

Requirements:

- Diploma or university degree holder, preferably with 1–2 years' relevant working experience.
- Good command of written and spoken Chinese and English, including Putonghua.
- Good communication, organizational and interpersonal skills.
- Responsible, detail-minded and able to handle multiple tasks.
- Proficiency in common computer applications including MS Word, Excel and PowerPoint.
- Prior exposure to Mainland-related projects, event coordination, healthcare, education or work experience in public sector / NGOs would be an advantage.
- Fresh graduates with strong interest and potential may also be considered.

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 **27 November 2026**:

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

(Please mark "PA-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.