

HONG KONG ACADEMY OF MEDICINE
Institute for Medical Advancement and Clinical Excellence

The Institute for Medical Advancement and Clinical Excellence (IMACE) is a newly established professional platform in Hong Kong, dedicated to developing evidence-based clinical protocols and exploring service quality and efficiency standards across both public and private healthcare sectors. Its mission is to enhance healthcare standards in Hong Kong. The Hong Kong Academy of Medicine (HKAM) is responsible for establishing a Secretariat to support the operations of IMACE. The following staff is now being recruited to join the IMACE Secretariat.

Deputy Manager/Manager (Partnership & Communications)

Major Responsibilities:

- Establish and maintain strong relationships with key stakeholders, including healthcare organisations, academic institutions and government agencies.
- Identify and cultivate new partnership opportunities to advance IMACE's initiatives.
- Develop and implement comprehensive communication plans to promote IMACE's programmes, events and initiatives.
- Develop communication materials, including media invite, press release, speeches, MC script, etc.
- Manage media relations, handle media interviews and enquiries, draft Q&A, and coordinate media events.
- Develop contents for digital platforms, including the IMACE website, social media channels and newsletters.
- Organise and support public forums, conferences, workshops and other engagement activities.
- Manage and work closely with vendors on projects, as well as the design and production of promotional materials and video production.
- Ensure consistency in IMACE's messaging and branding across all communication channels.
- Work closely with and support the relevant staff of the main Academy Secretariat as needed and perform relevant duties commensurate with the position as assigned by the Academy.

Requirements:

- Degree holder or above in Communications, Public Relations, Journalism, Translation or related disciplines.
 - At least 6 years of experience in communications or public relations, preferably in the healthcare or public sector.
 - Strong relationship-building and stakeholder management skills.
 - Excellent written and verbal communication skills in English and Chinese.
 - Proven track record in event planning and project coordination.
 - Familiarity with digital communications tools and platforms.
 - A good team player with strong interpersonal and communications skills, self-motivated and able to work under pressure.
 - Creative, strategic, and detail-oriented, with the ability to work independently and collaboratively.
 - Detail-minded with the ability to prioritise and meet tight deadline.
 - Proficient in computer skills, including Powerpoint, Excel, Word and Chinese Word processing.
 - Immediately available is preferred.
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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 IMACE-recruit@hkam.org.hk. Review of applications will commence after **26 March 2026**:

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

(Please mark "IMACE-DM/M-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.