

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

The Institute for Medical Advancement and Clinical Excellence (IMACE) is a 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 (Corporate Services)

Major Responsibilities:

- To assist senior management in providing secretarial support to the IMACE Secretariat / its relevant Committees and handle associated meeting logistics.
- To supervise supporting staff and be responsible for office administration of the IMACE Secretariat.
- To support accounting and financial functions including preparation of budgets and financial reports, liaison with external auditors etc.
- To draft reports and correspondences at corporate level, and support the production of corporate materials for both external and internal communications.
- To liaise with external parties (e.g. Government bureaux / departments) on corporate affairs and collaboration.
- To assist in corporate activities / initiatives.
- To support the Academy Secretariat and perform any other duties as assigned.

Requirements:

- University degree, preferably in Business Administration / Communications / Accounting or equivalent.
- At least 8 years' relevant experience in corporate support / secretariat functions at commensurate level, preferably in statutory / public bodies.
- Good numerical sense / ability to interpret financial data / knowledge of accounting practices is an advantage.
- Good written and verbal communications skills, with excellent command of both written and spoken English and Chinese (including Putonghua).
- Being a highly-motivated individual who can solve problems, take initiative, pay attention to details and multi-task in an organised and efficient manner.
- Immediately available is preferred.

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 **30 June 2026**:

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

(Please mark "IMACE-DM-CS" 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.