

HONG KONG JOCKEY CLUB INNOVATE LEARNING CENTRE FOR MEDICINE (HKJC ILCM)

The Hong Kong Jockey Club Innovative Learning Centre for Medicine (HKJC ILCM) was inaugurated in December 2013 to promote innovative learning and research among healthcare professionals to deliver safe and quality patient care. One of the major roles of HKJC ILCM is faculty development for simulation based medical education. HKJC ILCM is looking for candidates to fill the following post.

1. Nurse Helper

Job Duties:

Nurse Helpers will assist the ILCM staff in providing general clinical support for preparing and conducting the ILCM's courses.

Requirements / Qualifications:

- Registered with the Nursing Council of Hong Kong or holder of a valid practicing certificate (RN)

Working Experience:

- Minimum one year of working experience as an RN

2. Part-time Technical Helper (AV/IT Helpers)

Job Duties

Technical helpers will assist to setup, installation, fixing, and tuning of (1) lighting, (2) audio system, (3) visual aid facilities, and (4) simulation equipment in ILCM.

Requirements / Qualifications:

- Certificate or above in Computer Science or related disciplines

Working Experience:

- Minimum one year of relevant working experience
- Strong computer and AV Equipment knowledge
- Working experience in the Simulation Centre is preferable

3. Part-time Admin Helper

Job duties:

Admin Helpers will provide various administrative, logistic, clerical and online operation support in ILCM.

Requirements / Qualifications:

- Diploma holder or above (Example: a candidate with DSE results meeting min. requirements of 3322 for admission to the university may be considered)

Working Experience:

- Minimum one year of working experience
- Strong in computer operation
- Proficient in MS Office, Excel, PowerPoint and Chinese Word Processing, Zoom, TEAMS, Moodle, Canvas, etc.

4. Part-time Casual Helper /Students Helper

Job duties:

Casual helpers will provide general support in preparing and conducting ILCM courses.

Requirements / Qualifications:

- Completion of secondary school education

Working Experience:

- Experience in providing support for office operation is preferable
- Proficient in MS Office, Excel, PowerPoint, Chinese Word Processing, etc.

To apply for the post, please send a covering letter and detailed resume (with contact email / telephone number) by email to johnson@hkam.org.hk.

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.