Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Rector’s Office - International Relations (REC-IR):

International Relations Officer (Ref. Code: REC-IR)

Responsibilities:
1. Provide efficient support to the REC-IR, which includes but is not limited to:
   a. Logistics related with the Exchange programmes
   b. Organization and logistic of the events coordinated by REC-IR
   c. USJ international visits
2. Whenever necessary, assist in research work with our International affiliations and partner institutions

Requirements:
1. Bachelor Degree in relevant discipline
2. Good PC knowledge including MS office applications (AI, Adobe, Photoshop and video. Be familiar with creative industries areas is an advantage
3. Internet tools and web communications
4. Good command of English (spoken & written); proficiency in Portuguese and Putonghua is an advantage
5. Two years of relevant experiences is an advantage
6. Trustworthy, patient and good interpersonal skills
7. Systematic and attentive to the work details
8. Strong sense to work independently and bringing good initiatives to REC-IR
9. Good organization and communication skills
10. Macao ID card holder

For application:
- Email a motivation letter, CV and the relevant Diplomas as attachments to jobs@usj.edu.mo, addressed to:
  The HR & Recruitment Office
  University of Saint Joseph
  Rua de Londres 16
  Macau, CHINA
- State expected salary and the Ref. Code of the applied position in the motivation letter.
- All submitted documents will not be returned. Personal data provided by applicants will be kept confidential and used for recruitment purpose only.
- Review of applications will continue until the position is filled.