Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Project Management Office (PMO):

Project Management Senior Officer (Ref. Code: PMO-B107)

Job Description:

Responsible for the administration of the university’s projects from Faculties and Departments. The main tasks and responsibilities include but are not limited to:

• Liaise with researchers/project leaders, Deans and with relevant staff, for project management purposes.
• Liaise with external funding entities to explore, drive and implement funding for the university’s projects.
• Ensure that the administrative schedules are met regarding the funding requests and reporting requirements from the sponsors.
• Assist in the preparation of activity reports for internal and external purposes.
• Manage the USJ’s Projects Application in order to provide the most accurate information available to project leaders and other departments in real time.

Requirements:

1. Education:
   • Bachelor-level education in Business Administration, Economics or related areas. Master degree is a plus.

2. Work Experience:
   • At least 5 years of relevant experience, preferably in government sponsored project management;
   • Working experience in University settings is preferred.

3. Skills
   • Ability to interact effectively as a member of a team and work collaboratively with other departments;
   • Strong organizational skills;
   • Strong interpersonal skills, able to work well with personnel at various levels internally and externally;
   • Resourceful and pro-active;
   • Good computer skills;
   • Proficient in spoken and written both Chinese and English. Good command of Portuguese Language is a plus.
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.