



## Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Central Services Office (CSO):

### Head of Central Services Office (Ref. No.: CSO-A216)

#### Responsibilities:

1. Support the Administrator addressing all issues of facilities management and general affairs to meet the university's demands. These tasks include, but are not limited to, the following:
  - a. Assist as required in the development and implementation of the overall policies, goals, and objectives of the UNIVERSITY;
  - b. Collaborate in the implementation of the procurement activities of the UNIVERSITY;
  - c. Coordinate and monitor the UNIVERSITY's asset management;
  - d. Develop the required actions to manage and ensure the maintenance of the UNIVERSITY's facilities;
  - e. Coordinate and perform the activities related to the UNIVERSITY's general affairs;
  - f. Attend UNIVERSITY scheduled curricular/staff development activities, business and social functions, as necessary or required;
  - g. Perform additional duties and responsibilities which are assigned to the EMPLOYEE in time by the UNIVERSITY, as mutually agreed and as the UNIVERSITY deems appropriate.
2. Liaise with other Offices and Faculties whenever required for the proper execution of the above tasks.
3. Perform other responsibilities include participating in ad-hoc projects when required.

#### Requirements:

1. Education:
  - Bachelor-level education in Engineering, Business Administration or related area. Additional Master level in management is preferred.
2. Work Experience:
  - 6 years of relevant working experience;
  - Experience in planning and facilities management;
  - Work 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 English and Chinese. Knowledge of Portuguese is preferred.

**For application:**

- Email a English motivation letter, CV and the relevant Diplomas as attachments to [jobs@usj.edu.mo](mailto: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. No** 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.