



Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Information Technology Office (ITO):

IT Director (Ref. No.: ITO-A115)

Responsibilities:

1. Responsible for ensuring that the IT infrastructure and services meet the university's needs. These tasks include, but are not limited to, the following:
 - Lead the execution of IT infrastructure planning, deployment, monitoring and maintenance, including server and computer networks across multiple university campuses;
 - Lead the university's in-house software development teams;
 - Lead the execution of IT helpdesk and application support services;
 - Lead the control of IT assets and inventory;
 - Lead the execution of IT related procurement for all academic and administrative units;
 - Lead the planning and execution of IT related security policies;
 - Lead the planning and execution of the university's yearly IT budget;
 - Perform other related day-to-day tasks and duties.
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, preferably IT, is required. Bachelor-level education in Business Administration might be considered in case relevant work experience is proven. Additional Master level in related fields is preferred.
2. Work Experience:
 - 8 years of relevant working experience;
 - Experience in planning and monitoring IT projects;
 - Work experience in University settings is preferred.
3. Skills:
 - Good computer 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;
- Proficient in spoken and written English. Knowledge of Chinese and/or Portuguese preferred.

For application:

- Email a English 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. 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.