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.