



## Vacancy

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

### IT Director (Ref. Code: ITO-A156)

#### **Responsibilities include, but are not limited to:**

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 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. Bachelor-level education in related fields such as Engineering, Computer Science or Information Technology, is preferred. ;
2. At least 8 years relevant working experience, preferably in planning and monitoring IT projects;
3. Working experience in University settings is preferred;
4. Ability to interact effectively as a member of a team and work collaboratively with other departments;
5. Strong organizational skills and interpersonal skills;
6. Able to work well with personnel at various levels internally and externally;
7. Resourceful and pro-active;
8. Proficient in spoken and written English;
9. Knowledge of Chinese and/or Portuguese preferred;
10. Macao ID holder.

#### **For application:**

- Applicants should visit <http://www.usj.edu.mo/en/about/careers-at-usj/> for more details, and submit their applications online.
- All documents and 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.