



聖若瑟大學
UNIVERSITY OF
SAINT JOSEPH

Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Human Resources Office (HRO):

Human Resources Manager (Ref. Code: USJ20HRO-005)

Responsibilities include, but are not limited to:

1. Perform periodic review of salary and benefits;
2. Develop, review, and update HR related policies and procedures;
3. Prepare and deliver presentations/workshops to internal clients regarding any change or establishment of HR policies and practices;
4. Seek legal advice/Refer to legal documents to ensure existing or new policies, procedures, and reporting in compliance with existing/new laws and University policies;
5. Maintain and improve HR data management tools to meet information or statistical needs from top management and government bodies;
6. Monitor and provide professional HR input on personnel issues;
7. Coordinate new employee orientation to help new employees adapt better by conveying necessary information;
8. Administer staff participation records in benefit programme;
9. Oversee personnel transactions such as contract renewal, promotion, internal transfer, appraisal, and terminations with equity and consistency;
10. Study staff training needs in relation to the University's development goals, develop training plans and budget, and deliver or outsource training workshops for internal clients;
11. Advise management in appropriate resolution of employee relations issues;
12. Investigate workplace accidents and prepare reports for internal and external bodies;
13. Monitor the application and renewal of non-resident work permit (blue card) for expatriates;
14. Prepare annual budget and report of the Office and work closely with other Offices for payroll related issues.

Requirements:

1. Bachelor degree or above, preferably in Human Resources, Business Administration, or other relevant discipline;
2. At least 5 years of solid HR work experience of which a minimum of 2 years is at supervisory level;
3. Sound knowledge of Macau labour law and relevant regulations;
4. Able to work independently, self-motivated with strong sense of responsibility;
5. Effective organization and problem-solving skills;
6. Good command of spoken and written English and Chinese; knowledge of Portuguese is a plus;
7. Hands-on experience with HRM software/tools and good knowledge of PC operations, especially Microsoft Word and Excel;
8. Macao ID card 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.