



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 Finance Office (FNO):

Manager (Project Monitoring Team) – (Ref. Code: USJ20FNO-008)

Responsibilities include, but are not limited to:

1. Liaise with related internal/external parties for project follow up and implementation;
2. Ensure that administrative task and schedule are met regarding funding requests and reporting requirements from the sponsors;
3. Record and manage project issues, including monitoring funding execution progress and performance, and escalate where necessary;
4. Liaise with, and updates funding execution progress to project leader/management;
5. Project evaluation and dissemination activities;
6. Provide regular status reports or necessary information to EC members;
7. Manage, together with Head of Office, the Online Projects Application System to provide accurate information to project leaders;
8. Interact and communicate with other teams in Finance Office, especially the Accounting Team, to ensure accurate information has been updated in the Accounting System;
9. Support the Head of Finance Office in the annual budget preparation and annual financial reports;
10. Support the Head of Finance Office to ensure compliance with the established, both internal and external policies, by examining records, reports, operating practices and documentations;
11. Assist the Head of Finance Office in the Internal Control.

Requirements:

1. Bachelor-level education in Business Administration, Economics or related areas;
2. At least 10 years of working experience, preferably with government sponsored project management;
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 and interpersonal skills;
6. Resourceful with good computer skills;
7. Able to work well with personnel at various levels internally and externally;
8. Proficient in spoken and written both Chinese and English. Good command of Portuguese Language is a plus;
9. 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.