



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 and Human Resources Office (FHRO):**

### **Officer – Human Resources (Ref. Code: USJ21FHRO-003)**

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

1. Update HR records and maintain HR databases;
2. Follow up job recruitment process, pre-employment documentation, preparing contract and handle orientation issue;
3. Manage the work permit application and renewal for non-Macao employees;
4. Undertake HR administration and provide HR support and guidance to staff members;
5. Handle logistic arrangement, agreement preparation and all other necessary follow-up for Visiting Academics;
6. Compile and prepare reports, analyses and/or statistics in the areas regarding USJ's human resources;
7. Prepare HR-related correspondence and documentation;
8. Participate in arranging staff trainings and staff activities;
9. Assist in handling issues regarding employee benefits;
10. Assist in implementing new HR system, participate in UAT module.

#### **Requirements:**

1. Bachelor degree or above, preferably in relevant discipline;
2. At least 2 years of administrative work experience and previous HR or educational sector experience is an advantage;
3. Good knowledge of Macao labour law;
4. Experience in handling work-permit application;
5. Good computer skills, particularly with MS Excel and MS Word;
6. Proficient in spoken and written English;
7. Knowledge of Portuguese and Conversational Mandarin is preferable;
8. Self-motivated with strong sense of responsibility;
9. Able to work independently;
10. Strong organizational skills;
11. Good communication skills and great team spirit;
12. 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.