



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 Research Development Office (RDO):

### **Senior Officer - Research Development Office (Ref. No.: USJ24RDO-006)**

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

1. Liaise with internal parties and external funding entities to ensure the smooth application, execution, and reporting of funded projects;
2. Monitor project progress and performance to ensure compliance with internal/external regulations and policies, and in line with the project plan;
3. Ensure that administrative tasks and schedules are met regarding internal and external funding application, execution, and reporting requirements from the funding entities;
4. Assist in the preparation of project reports for internal and external purposes;
5. Liaise with and provide project execution status to project leader/ management;
6. Manage the Online Projects System to provide the most accurate information to related parties in real-time;
7. Interact and communicate with the Finance team to ensure accurate recording of financial information in the Accounting System;
8. Participate in, assist in, coordinate, and organize other activities related to research development, such as visits, meetings, etc.;
9. Record and manage project issues and escalate them where necessary.

#### **Requirements:**

1. Bachelor's degree or above in Business Administration, Social Science, Arts, Humanities, or related areas;
2. At least 3 years of relevant working experience;
3. Ability to interact effectively as a member of a team and work collaboratively with other teams;
4. Strong organizational and interpersonal skills;
5. Able to work well with personnel at various levels internally and externally;
6. Good computer skills, such as Microsoft Word and Excel;
7. Proficiency in both spoken and written Chinese and English;
8. Ability to work independently and under pressure;
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.