



## Laboratory Technicians / Senior Laboratory Technicians in the Institute of Applied Physics and Materials Engineering

The Institute of Applied Physics and Materials Engineering (IAPME) of the University of Macau invites applications for the positions of **Laboratory Technicians** (Senior Administrative Assistant) / **Senior Laboratory Technicians** (Administrative Officer to Senior Administrative Officer) in Materials Characterization Center of the Institute of Applied Physics and Materials Engineering, with a taxable monthly salary ranging from MOP 30,710 to MOP 57,270 (index 370 – 690).

### Responsibilities

(a) Laboratory Technicians (Senior Administrative Assistant):

- Assist in the design of laboratories, planning, purchasing, maintenance and upgrading the laboratory equipment in accordance with the necessity of the laboratories;
- Coordinate the smooth delivery and proper placement of all equipment and facilities to the laboratories;
- Carry out daily operation of the laboratories in compliance with safety standard and/or government regulations;
- Support long-term research work and teaching; undertake training and demonstration sessions to research personnel on the Center's facilities;
- Maintain safe and satisfactory working environment of the laboratory including simulation and hardware tools;
- Prepare experiment setups and organization as well as coordination of personnel using the Center's facilities with local regulatory requirements and international best practices, and identify areas of continuous improvement;
- Coordinate and organize academic activities for the Institute.

(b) Senior Laboratory Technicians (Administrative Officer to Senior Administrative Officer):

- Plan the design of laboratories;
- Oversee the planning, purchasing, maintenance and upgrading the laboratory equipment in accordance with the necessity of the laboratories;
- Ensure the smooth delivery and proper placement of all equipment and facilities to the laboratories;
- Inspect and evaluate workspace environment, equipment and practices to ensure compliance with safety standard and/or government regulations;
- Manage daily operation, monitor the laboratory facilities and safety issues and oversee the management of the laboratories;
- Provide long-term research work and teaching; undertake training and demonstration sessions to research personnel on the Center's facilities;
- Monitor safe and satisfactory working environment of the laboratory including simulation and hardware tools;
- Give advice for experiment setups and organization as well as supervision and administration of personnel using the Center's facilities with local regulatory requirements and international best practices, and ensure areas of continuous improvement.

### Requirements

- Bachelor's degree or above in Physics or Materials Science/Engineering or related fields, Master's degree is preferable;
- For position a: At least 4 years' relevant working experience (or 2 years with a related PhD degree); For position b: Minimum of 6 years' working experience in related fields, at least 2 of which must be at the supervisory level. Applicants with extensive related experience will be considered for the position of Senior Administrative Officer;
- Knowledge of principles and operations of equipment related to Optical and Laser Systems are preferable;
- Laboratory experience and recognized training certificates on related laboratory instruments and apparatus are preferable;
- Recognized safety related certifications or professional qualification is preferable;
- Good command of both written and spoken English and Chinese (Mandarin and Cantonese);
- Good communication, interpersonal and analytical skills.

### Application Procedure

Applicants should visit <http://www.umac.mo/career> for more details, and apply **ONLINE** at **Career@UM** (<https://isw.umac.mo/recruitment>) (Job Ref.: IAPME/LT/07/2017). Processing of applications begins on 28 Jul 2017 and will continue until the position is filled. Other contact points are:

Human Resources Section, Office of Administration  
University of Macau, Av. da Universidade, Taipa, Macau, China  
Website: <https://isw.umac.mo/recruitment>; Email: [vacancy@umac.mo](mailto:vacancy@umac.mo)  
Tel: +853 8822 8574; Fax: +853 8822 2412

The effective position and salary index are subject to the Personnel Statute of the University of Macau in force.  
The University of Macau reserves the right not to appoint a candidate. Applicants with less qualification and experience can be offered lower positions under special circumstances.

\*\*\*Personal data provided by applicants will be kept confidential and used for recruitment purpose only\*\*\*  
\*\* Under the equal condition of qualifications and experience, priority will be given to Macao permanent residents\*\*

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