



Administrative Assistant for the Centre for Macau Studies

The Centre for Macau Studies of the University of Macau invites applications for the position of Administrative Assistant at a taxable monthly salary ranging from MOP22,950 to MOP30,600 (index 270 – 360).

Responsibilities

1. Coordinate and participate in research and survey projects;
2. Provide administrative support to large-scale / multi-year research projects;
3. Assist in the organization of academic activities, such as seminars and conferences;
4. Serve as a liaison with local academia and institutions, where necessary;
5. Provide editorial support for academic journals and proceedings;
6. Perform any other duties as assigned.

Requirements

1. Bachelor's degree, preferably in social sciences, economics, management, public administration or relevant disciplines. Master degree is definitely an advantage;
2. Minimum 1 year of work experience, preferably in conducting Telephone survey and Focus group. Good knowledge of the Macau society is an advantage;
3. Good knowledge of statistic software such as SPSS, Stat, and NVivo;
4. Proficiency in both spoken and written English and Chinese;
5. Familiarity with local and international academia is preferred;
6. Excellent communication, organizational ability, analytical and problem-solving skills;
7. Responsible, well organized, self-motivated, independent and able to work under pressure.

Application Procedure

Applicants should visit <http://www.umac.mo/career> for more details, and apply **ONLINE** at **Career@UM** (<https://isw.umac.mo/recruitment>) on or before **February 22, 2018** (Job Ref.: CMS/AA/02/2018). 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
Tel: +853 8822 8509; 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***