



Administrative Officer for Vice Rector (Academic Affairs)

The Rector's Office of the University of Macau invites applications for the position of Administrative Officer at a taxable monthly salary ranging from MOP37,400 to MOP47,600 (index 440 – 560).

Responsibilities

1. Assist in special projects related to academic affairs including planning, coordination, implementation and management. Current and forthcoming projects may include the Smart Campus project, the Smart City project, and other ad hoc or innovative projects;
2. Liaise and coordinate with different stakeholders both within and outside the University as a project manager;
3. Conduct data analysis, prepare presentation materials and provide IT and administrative supports to the projects concerned;
4. Prepare documents including proposals, budgets, memos, correspondence, reports and manuals, etc.;
5. Undertake research into various special projects with a long-term strategic plan which aligns with the University development;
6. Investigate the statutory requirements for projects, and devise policies governing their smooth implementation and statutory compliance; and
7. Establish internal guidelines, regulations and workflow, and perform other duties as assigned.

Requirements

1. Bachelor's degree, preferably Master's degree or above, with knowledge in areas related to computer science, information management, civil engineering or urban planning;
2. Minimum 6 years of work experience, preferably in a University setting with extensive teaching or research experience;
3. Working experience in innovative projects such as smart city or smart campus planning and consulting will be an added advantage;
4. Solid experience in organizing or participating academic activities such as international practicum or exchange programmes will be an advantage;
5. Must be highly conversant with MS Office applications and related IT technologies;
6. Excellent command of spoken and written English and Chinese, fluency in Mandarin will be an advantage;
7. Strong ability or experience in technical or policy writing will be an advantage;
8. Excellent communication, interpersonal, analytical and problem solving skills; and
9. Ability of multitasking with capability of 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.: RTO/VRAAO/AO/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 8578; 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***