



## Legal Advisor/Senior Legal Advisor

The University of Macau invites applications for the position of Legal Advisor/Senior Legal Advisor (equivalent to Administrative Officer to Senior Administrative Officer) at a taxable monthly salary ranging from MOP37,400 to MOP58,650 (index 440 – 690).

### **Responsibilities**

1. Provide consultation and professional advice on legal affairs to management for decision-making and handling of legal cases;
2. Develop, establish and maintain an effective legal and compliance infrastructure to accommodate regulatory requirements;
3. Provide ideas to the development of new regulations and laws in line with contemporary government plans as well as social changes;
4. Participate in the preparation of legal documents such as agreement, announcement in government gazette, contracts and proposals;
5. Analyze and refine internal procedures, university policies and regulations;
6. Perform any other duties or ad hoc projects as assigned.

### **Requirements**

1. Bachelor's degree or above in legal studies or related disciplines, legal professional qualification is highly preferable;
2. At least 5 years of relevant experience, preferably in a law firm or serving as internal counselor for government department or large corporation;
3. Excellent knowledge in government and local legislation preferably in areas of administrative procedure, public finance and public procurement, labor relations, higher education and/or personal data protection, etc.;
4. Proficiency in spoken and written Chinese or English, knowledge of Portuguese is an advantage;
5. Good interpersonal and communication skills, 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 **March 22, 2018** (Job Ref.: RTO/VRA/SLA/03/2018). 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](mailto: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\*\***