



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 Quality Assurance Office (QAO):

### **Quality Assurance Officer (Ref. No.: USJ24QAO-009)**

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

1. Handle the processes in supporting external programme reviews;
2. Handle the subsidy related matters with the QA Office;
3. Conduct QAE-related surveys;
4. Handle the day-to-day management of the QAE Repository, Website and Archive;
5. Support QA work at the institutional level;
6. Assist in organising pan-university QAE training;
7. Assist in the process of programme accreditation;
8. Assist in the process of ranking submissions;
9. Liaise, internally and externally, for QAE matters;
10. Prepare necessary documentation, including but not limited to, correspondences, reports, and English-Chinese translation, for the QA Office;
11. Support the QA Office's work in different aspects as necessary.

#### **Requirements:**

1. Bachelor's degree or above;
2. At least 3 years of administrative work experience, preferably in higher education setting;
3. Good PC knowledge including MS Office application and software skills;
4. Detailed-oriented, with excellent communication, organizational and time-management skills;
5. Able to work independently and as a team player;
6. Proficient in spoken and written English and Chinese;
7. Knowledge of Portuguese is a plus;
8. Familiar with SDGs is a plus;
9. Macao ID card 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.