



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 Technology and Facilities Office (TFO):**

### **Network and System Specialist (Ref. No.: USJ24TFO-011)**

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

1. Conduct IT activities related to network/systems and support, such as monitoring, administration, maintenance, design, deployment, procurement, cyber security, etc.;
2. Plan, coordinate, and implement security policies;
3. Plan and implement backup and disaster recovery policies/procedures;
4. Manage IT related development projects;
5. Provide support for the University network and systems;
6. Liaise with external vendors on technical issues;
7. Document operation procedures, incidents, resolutions and prepare reports;
8. Troubleshoot problems and advise/work on the appropriate action;
9. Provide support to University users;
10. Research questions using available information resources;
11. Prepare activity reports;
12. Participate in ad-hoc projects and fulfill duties as required by manager.

#### **Requirements:**

1. Bachelor degree in IT related field is required;
2. Good working knowledge of network components and systems, and operating systems (both Windows and Linux);
3. CCNA and/or MCSE certification or equivalent is valued;
4. Strong problem solving skills (Software and Hardware) and good communication skills;
5. Good command of spoken and written English and Chinese;
6. Self motivated and enthusiastic team player;
7. Macao ID 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.