



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU



Recruitment of Vice Rector (Vice President) for Administration

The University of Macau is a leading higher education institution in Macao, with English as its working language. In recent years, the University has made great progress in various areas, with increasing international recognition of its excellence in teaching, research and community service. With the beautiful new campus (20 times larger than the old one) becoming fully operational, the launch of Asia's largest residential college system, the establishment of new faculties, and the increasing numbers of students and faculty members recruited from around the world, UM possesses great potential and provides exciting new possibilities for growth and development.

The University is conducting a global search for the position of Vice Rector (i.e. Vice President) for Administration. In this role the successful candidate will assist the Rector in overseeing the University's administration and other designated functions in order to fulfill the University's mission. She/he will be the deputy to the Rector to lead and take charge of the University's administrative matters and the oversight of the University's administrative functions, including Finance, Human Resources, Campus Management and Development, Information Communication and Technology. She/he should look after the annual and multiple-year University work plan and budget and its implementation as well as the supervision of the quality management and environmental management system of the University.

The successful candidate is expected to assume the position by early 2016.

The candidate is expected to have:

1. A solid degree in management or related disciplines. Additional post-graduate educational experience would be an advantage;
2. A minimum 10 years of progressive experience in managerial positions, preferably in higher education;
3. Demonstrable skills in strategic planning, operation management, financial management and budgeting, problem solving and crisis management;
4. Good knowledge of local laws and legislation;
5. Good track record in a complex and dynamic environment involving Government-Institution relations.

Remuneration

The remuneration and appointment rank offered will be competitive and commensurate with the successful applicants' academic qualifications, current position and professional experience. The current local maximum income tax rate is 12% but is effectively around 5% - 7% after various discretionary exemptions.

Application Procedure

More details about the job vacancy can be accessed at <http://www.umac.mo/vacancy>. Applicants and nominators are encouraged to send a cover letter, detailed curriculum vitae and other related materials with quotation of reference no. **VRA/06/2015** preferably on or before **16 July 2015** to the following address. The position will remain open until filled. Review of applications and nominations will commence immediately. Applicants may consider their applications not successful if they were not invited for an interview within 6 months of submission.

Human Resources Office
University of Macau, Av. da Universidade, Taipa, Macau, China
Email: vra.recruit@umac.mo
Tel: +853 8822 8553 / +853 8822 8401; Fax: +853 8822 2412

*****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****

University of Macau - An ideal place to pursue your career

<http://www.umac.mo>