



澳門大學

UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

### **The Role of Vice Rector (Administration)**

The Vice Rector (Administration) is one of the most senior executive administrators directing the university administrative affairs. She or he will assist the Rector overseeing the University's administration and other designated functions.

### **Major Responsibilities**

- Be the deputy to the Rector to lead and take charge of the University's administrative matters;
- Oversee the University's administrative functions, including Finance, Human Resources, Campus Management and Development, Information Communication and Technology;
- Look after the annual and multiple-year University work plan and budget and its implementation;
- Supervise the quality management and environmental management system of the University.

### **Qualifications and Personal Characteristics**

The successful candidate should possess the following professional expertise and personal characteristics:

#### **Professional Qualifications and Experience**

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

#### **Other Personal Characteristics**

- The candidate must be a proven good leader who is able to earn the respect from all stakeholders, including the University Council members, Heads of the Academic and Administrative Units, and government officials.
- An energetic and innovative thinker who has the enthusiasm and energy to keep plans going.



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- The candidate must demonstrate motivational and supervisory skills, good leadership in teamwork, able to listen and evaluate with good judgment, and to make realistic and clear-cut decisions.
- The candidate must be visionary and forward looking and able to lead those under her/him to strive for excellence.
- Excellent interpersonal and communication skills.
- The candidate should be a passionate person with high level of ethics and integrity, and sensitive of the needs of others.
- The candidate must be competent in priority setting and multitasking.