



## 澳門科技大學

### Macau University of Science and Technology

#### Quality Assurance Office (Clerk/Supervisor)

(Ref no: QA-130801)

Macau University of Science and Technology, a rapidly developing university located in the Macao Special Administrative Region of the People's Republic of China, invites applications for a vacancy in:

#### Quality Assurance Office

##### Responsibilities:

- Administrative and quality development work in the Quality Assurance Office in the university;
- Working in a small team of Quality Assurance Office staff;
- Taking a role in accreditation activities as required;
- Handling enquiries and documentation on quality assurance in the university;
- Other duties as required by the University.

##### Requirements:

- A degree or equivalent;
- Good command of written and spoken English and Chinese (particularly Mandarin);
- Administrative, organization, interpersonal and communication skills;
- Ability to work with different parties and personalities;
- Ability to analyze documents and prioritize and implement tasks.

##### Desired:

- A higher degree, preferably in a relevant field;
- Experience of working in administration in higher education or commercial/business organizations;
- Experience of working in the field of quality assurance, preferably in an institution of higher education;

Interested parties please send full resume with expected salary, recent photo and copy of certificates of the highest education to Macau PO Box 345 or by fax to (853) 2882 7089 or by email to [recruit@must.edu.mo](mailto:recruit@must.edu.mo)