

CGU Stella for staff 2020

Professional Mobility Programme for Services Staff

PLACEMENT OFFER INTECO2

INFORMATION OF HOST UNIVERSITY

Name of institution:	Technological Institute of Santo Domingo.
Address:	Av. Los Próceres no.49, Santo Domingo, Dominican Republic.
Telephone:	(809) 567-9271
Web:	https://www.intec.edu.do/
Short description:	The Instituto Tecnológico de Santo Domingo - INTEC (INTEC University) is a private University, providing a public, not-for-profit service, and was founded in 1972. INTEC'S curriculum offers a lot of diversity: Engineering, Business, Health, Basic Sciences, Humanities and Social Studies.

INFORMATION OF PLACEMENT OFFER

Department:	Human Resources.
Description of activities:	<p>Job Shadowing.</p> <ol style="list-style-type: none"> 1. Participate in the preparation and / or follow up on the programs and contents of the training and training events, together with the specialized personnel chosen for this purpose. 2. Present innovative proposals to the Directorate of training programs. 3. Follow up on the promotion and registration of participants in development programs. 4. Request the preparation and / or reproduction of the support materials of the programs of development. 5. Prepare budgets for scheduled development activities. 6. Execute the evaluation process of the training activities carried out. 7. Organize and execute integration programs aimed at personnel and events in the area under its responsibility. 8. Execute other related or complementary tasks.
Working languages:	Spanish and English.
Working place:	Human Resources office at INTEC.
Mobility period	To be agreed with the candidate.
Length:	7 working days.
Daily working time:	7 hours.
No. of offered placements:	1
Accommodation	No.
Supplementary contribution	Yes. Lunch and transportation airport-hotel and hotel-INTEC.

CURRICULAR PROFILE OF CANDIDATE

Required experience:	At least 3 years.
Required skills:	Leadership, team work, and others related to the position
Academic title	Degree, Master.