CGU STELLA for staff 2019
Professional Mobility Programme for Services Staff

PLACEMENT OFFER UNQ01

INFORMATION OF HOST UNIVERSITY	
Name of institution:	Universidad Nacional de Quilmes
Address:	Roque Saenz Peña 352
Telephone:	541143657100
Web:	www.unq.edu.ar
Short description:	The National University of Quilmes (UNQ for its initials in Spanish) was founded in 1989. It is located Buenos Aires Metropolitan Area. Its mission is the production, teaching and transmission of knowledge of the highest quality, in an environment of equality and diversity. The UNQ's essential functions are teaching, research, extension courses, technological development, productive innovation and culture promotion.

INFORMATION OF PLACEMENT OFFER	
Department:	Financial Administration
Description of activities:	Human Resources & Administration, Accounting & Financial Management, Budget Office (Financial Planning & Analysis)
Working languages:	Spanish
Working place:	Main Campus – Roque Saenz Peña 352 Bernal –
Mobility period	To be agreed with the candidate
Length:	7 working days
Daily working time:	8.00–16.00
No. of offered placements:	1
Is the university offering accommodation?:	☒ Yes Indicate conditions: free.
Is the university offering any supplementary contribution?:	☒ No

CURRICULAR PROFILE OF CANDIDATE	
Required experience:	Prior administrative experience in Higher education. Experience in working in teams and projects.
Required skills:	Work Experience: The candidate must belong, or to be experienced at some of the main areas of the Office for Finance and Administration. There are: Human Resource Management, Supply and Property Management Office, Budget Office, Accounting Office, Treasure. Skills: Excellent writing communication and presentation skills. Fluency in Spanish, Proficient in computer skills as Microsoft Office, and business communication software.

PLACEMENT OFFER UNQ01

	Highly organized and desire to be proactive and create a positive experience for others.
Category	☒Diploma ☐Master ☐Degree ☐Doctorate ☐Postgraduate degree Other: