

CGU Stella for staff 2020

Professional Mobility Programme for Services Staff

PLACEMENT OFFER INTECO4

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:	Quality and Planning.
Description of activities:	<ol style="list-style-type: none"> 1. Document process map, macros and micros process flows and process records. 2. Establish interaction diagrams, process deployment and process hierarchy. 3. Identify and document customer requirements of processes, systems and services. 4. Perform the lifting of service level agreements, support the identification of management indicators. 5. Provide advice to those responsible for processes, systems or services, and work teams, in the use of quality methodologies, techniques and tools. 6. Follow up on project implementation and problem solving, through The use of quality tools. 7. Alert and monitor the entry into the system of exceptions of all conditions related to the process and project subsystem in the QMS that fails to comply with the requirements. 8. Participate in the process of identifying improvement opportunities to support the implementation of projects and actions that contribute to ensure adequate performance of management indicators. 9. Assist in the creation and creation of interdepartmental work teams to management and improvement of processes, systems and services. 10. Perform other functions and activities related to the position at the request of your immediate supervisor.
Working languages:	English and Spanish.
Working place:	Quality and Planning Office.
Mobility period	To be agreed with the candidate.
Length:	7 working days.
Daily working time:	7 hours.
No. of offered placements:	1
Accommodation	No.

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Supplementary contribution	Yes. Lunch and transportation airport-hotel and hotel-INTEC.
CURRICULAR PROFILE OF CANDIDATE	
Required experience:	3 years.
Required skills:	Leadership and teamwork. Others related to the position.
Academic title	Degree, Master.