**CGU Stella for Staff 2023**  
*Professional Mobility Programme for Services Staff*

**PLACEMENT OFFER INTEC02**

### INFORMATION OF HOST UNIVERSITY

<table>
<thead>
<tr>
<th>Name of institution</th>
<th>Technological Institute of Santo Domingo - INTEC.</th>
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</thead>
<tbody>
<tr>
<td>Address</td>
<td>Avenida de Los Próceres #49, Los Jardines del Norte 10602, Santo Domingo, República Dominicana • Apartado postal 342-9 y 249-2 (Dominican Republic).</td>
</tr>
<tr>
<td>Telephone</td>
<td>+18095679271.</td>
</tr>
<tr>
<td>Web</td>
<td><a href="http://www.intec.edu.do">www.intec.edu.do</a></td>
</tr>
<tr>
<td>Short description</td>
<td>Instituto Tecnológico de Santo Domingo – INTEC 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.</td>
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### INFORMATION OF PLACEMENT OFFER

<table>
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<tr>
<th>Department</th>
<th>Teacher Development and Learning Resources.</th>
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| Description of activities | • Assist in the revision of annual programs for the training and development of teaching staff.  
• Revise the training programs and suggest improvements.  
• Assist in the audits regarding procedures and criteria for the entry of teaching staff.  
• Elaboration of the profiles that must be satisfied by the candidates to occupy positions of an academic nature.  
• Updated the academic-administrative personal records including teaching evaluations.  
• Support in the design and dissemination of informative and promotional material for national education curricular programs. |
| Working languages      | Spanish and English. |
| Working place          | Teacher Development and Learning Resources. |
| Mobility period        | To be agreed with the candidate. |
| Length                 | 7 working days. |
| Daily working hours    | 5 hours. |
| Supplementary contribution | Transportation from Santo Domingo international airport to the accommodation. |
| No. of offered placements | 2. |

### CURRICULAR PROFILE OF CANDIDATE

| Academic title | Undergraduate Degree (minimum). |
**Required experience**  
Be part of Teacher Development and Learning Resources at the home institution.

**Required skills**
- Office packaged (medium or advanced level);
- Writing skills;
- Creative;
- Organization;
- Fluent communication;
- Adaptability;
- Flexibility;
- Team working.