

CGU STELLA for staff 2019

Professional Mobility Programme for Services Staff

PLACEMENT OFFER INTECO2

INFORMATION OF HOST UNIVERSITY

Name of institution:	Instituto Tecnológico de Santo Domingo (INTEC)
Address:	Avenida de Los Próceres #49, Los Jardines del Norte 10602
Telephone:	18095679271 Ext 422
Web:	www.intec.edu.do
Short description:	<p>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.</p> <p>This diversity is also revealed in its specialties and graduate programs. Our student body is of approximately of 5000 students divided into 5 areas or faculties: Business, Engineering, Basic and Environmental Sciences, Health and Social Sciences and Humanities.</p>

INFORMATION OF PLACEMENT OFFER

Department:	Human Resources
Description of activities:	Know all the process of office
Working languages:	Spanish and English
Working place:	Human Resources Office
Mobility period	To be agreed with the candidate
Length:	7 working days
Daily working time:	5 hours
No. of offered placements:	2
Is the university offering accommodation?:	<input checked="" type="checkbox"/> No
Is the university offering any supplementary contribution?:	<input checked="" type="checkbox"/> Yes Indicate conditions: airport transportation and lunch.

CURRICULAR PROFILE OF CANDIDATE

Required experience:	1 year of experience (at least) preferably
Required skills:	Interpersonal skills, Microsoft Office (preferably)
Category	<input type="checkbox"/> Diploma <input type="checkbox"/> Master <input checked="" type="checkbox"/> Degree <input type="checkbox"/> Doctorate <input type="checkbox"/> Postgraduate degree Other: