

CGU STELLA for staff 2019

Professional Mobility Programme for Services Staff

PLACEMENT OFFER PUCP01

INFORMATION OF HOST UNIVERSITY

Name of institution:	Pontificia Universidad Católica del Perú (PUCP)
Address:	1801 Universitaria Ave. San Miguel, Lima-Perú
Telephone:	+51 1 626 2000
Web:	https://www.pucp.edu.pe/
Short description:	The Pontifical Catholic University of Peru is an institution of higher education inspired by ethical, democratic and Catholic principles. It is linked effectively and permanently with society and the environment, the recognizing the diversity of the country, and assuming its commitment to human and sustainable development.

INFORMATION OF PLACEMENT OFFER

Department:	Academic Department of Management Sciences
Description of activities:	<p>The following administrative activities are proposed:</p> <ol style="list-style-type: none"> 1. Visit to the offices of the Academic Department of Management Sciences. 2. Presentation meeting with the general coordinator of the Headquarters. 3. Work table with the administrative staff of the different coordination offices of the Academic Department of Management Sciences. 4. Work meeting with the personnel of the Academic Office of Institutional Relations. 5. Participation in the administrative coordination session with the Management unit (Faculty and Department). 6. Presentation of the of the visiting University representative. 7. Working meeting with the Budget Unit administrative team of the PUCP. 8. Administrative meeting with the Research Management Direction team of the PUCP.
Working languages:	Spanish and English
Working place:	University campus
Mobility period	To be agreed with the candidate
Length:	8 working days
Daily working time:	8 hours
No. of offered placements:	1
Is the university offering accommodation?:	<input checked="" type="checkbox"/> Yes Indicate conditions: free.
Is the university offering any supplementary contribution?:	<input checked="" type="checkbox"/> No

CGU STELLA for staff 2019

Professional Mobility Programme for Services Staff

PLACEMENT OFFER PUCP01

CURRICULAR PROFILE OF CANDIDATE

Required experience:	Professional experience in the education sector will be highly appreciated.
Required skills:	Teamwork, good oral and written communication, and organizational design capacity.
Category	<input type="checkbox"/> Diploma <input type="checkbox"/> Master <input checked="" type="checkbox"/> Degree <input type="checkbox"/> Doctorate <input type="checkbox"/> Postgraduate degree Other: