

FIȘĂ DE POST – MANAGER (RESPONSABIL ADMINISTRATIV)

DENUMIREA POSTULUI: Manager/ Responsabil administrativ

CLASIFICARE COR: 112029

PRENUME, NUME:

RELATII IERARHICE:

- Este subordonat Consiliului Director;
- Are în subordine consultantul extern, responsabilul financiar-contabil, responsabilul cu animarea teritoriului, responsabilul cu verificarea, evaluarea și selecția proiectelor ce se vor implementa.

RELATII FUNCTIONALE:

- Va lucra în colaborare cu consultanții de specialitate externi și membrii Asociației;
- Reprezintă Asociația în relațiile cu mediul intern și extern.

ACTIVITATI PRINCIPALE:

1. Implementează cu succes activitățile Asociației și urmărește atingerea rezultatelor planificate.
2. Supraveghează desfășurarea programului LEADER și gestionează echipa.
3. Participă la pedințe tematice relevante sau pedințe organizate de entitățile implicate în derularea programului LEADER.

NIVEL DE STUDII: superioare: absolvent de studii superioare finalizate cu diplomă de licență; deținerea unor studii postuniversitare sau master în domeniul managementului constituie un avantaj, precum și alte formări suplimentare specifice domeniului de activitate al postului - management organizațional, planificare strategică, fonduri europene.

EXPERIENTA:

- Minim 2 ani experiență în domeniul managementului;
- Experiență în managementul administrativ și financiar al proiectelor de dezvoltare și de cooperare cu oficialii guvernamentali, ONG-uri și mass-media;
- Cunoștințe bune de operare PC;
- Limbi străine: cel puțin 1 limbă străină nivel avansat(vorbit, scris, citit).

CUNOȘTINTE:

- Politica de coeziune și Politica Agrară Comună a UE
- Programul LEADER
- Managementul fondurilor europene
- Planul Național de Dezvoltare Rurală

Fisa De Post Manager General Modele Fise De Post

Roman Wölfel



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Table of Contents Fisa De Post Manager General Modele Fise De Post

1. Understanding the eBook Fisa De Post Manager General Modele Fise De Post
 - The Rise of Digital Reading Fisa De Post Manager General Modele Fise De Post
 - Advantages of eBooks Over Traditional Books
2. Identifying Fisa De Post Manager General Modele Fise De Post
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Fisa De Post Manager General Modele Fise De Post
 - User-Friendly Interface
4. Exploring eBook Recommendations from Fisa De Post Manager General Modele Fise De Post
 - Personalized Recommendations
 - Fisa De Post Manager General Modele Fise De Post User Reviews and Ratings
 - Fisa De Post Manager General Modele Fise De Post and Bestseller Lists

5. Accessing Fisa De Post Manager General Modele Fise De Post Free and Paid eBooks
 - Fisa De Post Manager General Modele Fise De Post Public Domain eBooks
 - Fisa De Post Manager General Modele Fise De Post eBook Subscription Services
 - Fisa De Post Manager General Modele Fise De Post Budget-Friendly Options
6. Navigating Fisa De Post Manager General Modele Fise De Post eBook Formats
 - ePub, PDF, MOBI, and More
 - Fisa De Post Manager General Modele Fise De Post Compatibility with Devices
 - Fisa De Post Manager General Modele Fise De Post Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Fisa De Post Manager General Modele Fise De Post
 - Highlighting and Note-Taking Fisa De Post Manager General Modele Fise De Post
 - Interactive Elements Fisa De Post Manager General Modele Fise De Post
8. Staying Engaged with Fisa De Post Manager General Modele Fise De Post
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Fisa De Post Manager General Modele Fise De Post
9. Balancing eBooks and Physical Books Fisa De Post Manager General Modele Fise De Post
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Fisa De Post Manager General Modele Fise De Post
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Fisa De Post Manager General Modele Fise De Post
 - Setting Reading Goals Fisa De Post Manager General Modele Fise De Post
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Fisa De Post Manager General Modele Fise De Post
 - Fact-Checking eBook Content of Fisa De Post Manager General Modele Fise De Post
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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