

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

B Lingard



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