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| **PERFIL DEL PUESTO** | | **ESP-ADM-10** |
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| **IDENTIFICACIÓN DEL PUESTO** | | |
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| **Unidad Orgánica:** | Gerencia Sub Regional Huaytara | |
| **Denominación:** | **Administrador/ Abogado** | |
| **Nombre del puesto:** | Especialista Administrativo I | |
| **Dependencia jerárquica lineal:** | Unidad Operativa Red de Salud Huaytara | |
| **Dependencia jerárquica funcional:** | Gerencia Sub Regional Huaytara | |
| **Puestos que supervisa:** | --- | |

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| **MISIÓN DEL PUESTO** |
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| Ejecutar planes y programas pertinentes a la administración de personal, aplicando técnicas administrativas relacionadas con el recurso humano, a fin de contribuir con el desarrollo de los procesos administrativos relacionados con la gestión de recursos humanos. |

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| **FUNCIONES DEL PUESTO** | |
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| 1 | Socializar las Normas, Reglamentos y Directivas y procedimientos inherentes a los procesos técnicos de Recursos Humanos |
| 2 | Planificar, organizar, dirigir y supervisar, de acuerdo a normas y disposiciones legales vigentes, las acciones administrativas relativas con el potencial humano en los Establecimientos de Salud, sin distinción de la modalidad de contratación. |
| 3 | Supervisar el control de tiempos y marcaciones de asistencia, permanencia, permisos, licencias, comisiones de servicios, vacaciones, desplazamientos del personal y otros. |
| 4 | Supervisar los procesos de reclutamiento, contratación, inducción, entrenamiento, gestión y capacitación de personal. |
| 5 | Controlar y Monitorizar los procesos relacionados a las planillas de remuneraciones, bonificaciones, compensación por tiempo de servicios y legajos del personal permanente; contratos sujetos a modalidad, contratos CAS, Pensiones, convenios de prácticas pre profesionales, tributos de cuarta y quinta categoría y otros. |
| 6 | Proporcionar al personal de la Institución dentro de la jurisdicción los servicios de formación profesional, bienestar y asistencia social de acuerdo con las disposiciones legales vigentes. |
| 7 | Absolver las consultas relacionadas a la gestión institucional de recursos humanos. Supervisar permanentemente el cumplimiento oportuno de las acciones inherentes a la Unidad de Personal. |
| 8 | Absolver consultas sobre aspectos Técnicos Legal-Administrativo del sistema de Recursos Humanos. |
| 9 | Elaboración de diversos informes en respuesta según casos relacionados a Recursos Humanos. |
| 10 | Revisión Legal de Información de los documentos dirigidos a la Red de Salud, al mismo tiempo elevar documentación a la Gerencia Sub Regional de Huaytará en caso insalvable de evaluación, aprobación de derechos y otros para que éste a su vez resuelva. |
| 11 | Mantener coordinación permanente entre las oficinas de Recursos Humanos de los Centros de Salud, de; Querco, Huaytará, Tambo, Pilpichaca, Santiago de Chocorvos, Córdova. |
| 12 | Consolidar la asistencia del personal SERUMS, Nombrados y Contratados 276-CAS |
| 13 | Realizar las demás funciones que le asigne el jefe inmediato |

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| **COORDINACIONES PRINCIPALES** |
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| **Coordinaciones Internas** |
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| Todos los Servicios de Establecimiento de Salud bajo la Jurisdicción. |
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| **Coordinaciones Externas** |
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| Todas las Unidades Orgánicas. |

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| **FORMACIÓN ACADÉMICA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ***a) Formación Académica.*** | | | | | | | | | | |  | ***b) Grado(s)/Situación académica y estudios requeridos para el puesto.*** | | | | | | | | | | | | | | | | | | | | | | |  | | ***c) ¿Se requiere colegiatura?*** | | | | | | | | | | |
|  |  |  |  |  | ***Incompleta*** | | | ***Completa*** | | |  |  |  |  |  |  |  |  | |  | | |  | |  |  |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
|  | Secundaria | | | | |  |  |  |  |  |  |  | Egresado(a) | | | | **Administrador y/o Abogado** | | | | | | | | | | | | | | | | | |  | | X | | Sí | |  | |  | |  | | No |
|  |  | | | | |  |  |  |  |  |  |  |  | | | |  | |  | |  | |  | |  | |  | |  |
|  | Técnica básica (1 ó 2 años) | | | | |  |  |  |  |  |  |  | Bachiller | | | |  | |  | |  | |  | |  | |  | |  |
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|  | Técnica superior (3 ó 4 años) | | | | |  |  |  |  |  |  | X | Título /  Licenciatura | | |  |  | |  | |  | |  | |  | |  | |  |
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| x | Universitario | | | | |  |  |  | X |  |  |  | Maestría | | | |  | | ***¿Requiere habilitación profesional?*** | | | | | | | | | | |
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|  |  | | | | |  |  |  |  |  |  |  |  | Maestría | |  |  |  | |  | | | | | | | | | | | | | | |  | | X | | Sí | |  | |  | |  | | No |
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| **CONOCIMIENTOS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **A) Conocimientos técnicos principales requeridos para el puesto *(No requieren documentación sustentatoria).*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conocimientos en Planeamiento Estratégico de Recursos Humanos | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conocimiento de la gestión de Recursos Humanos con un enfoque por competencias. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Recursos Humanos (normas legales vigentes, principios y procedimientos aplicados en la administración de los Recursos Humanos en el Sector Público) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Presupuesto Público (normas relacionadas a personal) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **B) Programas de especialización requeridos y sustentados con documentos.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nota: Cada curso de especialización deben tener no menos de 24 horas de capacitación y los diplomados no menos de 90 horas. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Indique los cursos y/o programas de especialización requeridos:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Capacitación en Gestión de Recursos Humanos | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Acreditar capacitación en el cargo durante los últimos 5 años. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **C) Conocimientos de ofimática e idiomas** | | | | | | | | | | | | | | | | | |
|  |  |  |  | **Nivel de dominio** | | | |  |  |  |  |  |  | **Nivel de dominio** | | | |
| **OFIMÁTICA** | | | | **No aplica** | **Básico** | **Intermedio** | **Avanzado** |  |  | **IDIOMAS** | | | | **No aplica** | **Básico** | **Intermedio** | **Avanzado** |
| Procesador de textos (Word) | | | |  | X |  |  |  |  | Inglés | | | | X |  |  |  |
| Hojas de cálculo (Excel) | | | |  | X |  |  |  |  | Quechua | | | |  |  |  |  |
| Programa de presentaciones Power Point) | | | |  | X |  |  |  |  | ……….. | | | |  |  |  |  |

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| **EXPERIENCIA** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Experiencia general** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Indique la cantidad total de años de experiencia laboral; ya sea en el sector público o privado | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Experiencia mínima 1 año en la profesión | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Experiencia específica** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Marque el **nivel mínimo del puesto** que se requiere como experiencia; ya sea en el sector público o privado.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | X | Profesional |  | Auxiliar o Asistente |  | Analista |  |  | Especialista |  | Supervisor/ Coordinador |  | Jefe de Área o Dpto. |  |  | Gerente o Director | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B) Indique el tiempo de **experiencia requerida para el puesto**; ya sea en el sector público o privado. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Experiencia mínima 1 año en la profesión | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| C) En base a la experiencia requerida para el puesto **(parte B)**, marque **si es o no** necesario contar con la experiencia en el **Sector Público**. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| X | **Sí,** el puesto requiere contar con experiencia en el sector público. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | **No,** el puesto no requiere contar con experiencia en el sector público | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***\* En caso que sí requiere experiencia en el sector público, indique el tiempo de experiencia en el puesto y/o funciones equivalentes en el puesto.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - Experiencia mínima 6 meses | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***\* Mencione otros aspectos complementarios sobre el requisito de experiencia; en caso existiera algo adicional para el puesto.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **HABILIDADES O COMPETENCIAS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Capacidad analítica y Organizativa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Capacidad de Interrelacionarse a cualquier nivel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Capacidad para trabajar bajo presión | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Compromiso institucional buscando la excelencia | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Capacidad para trabajar en equipo y liderazgo | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ética y Valores: Solidaridad y Honradez | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |