***CAPITULO II***

***2.1. CRONOGRAMA Y ETAPAS DEL PROCESO.***

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| **CONVOCATORIA** | | |
| 1 | Publicación en el Ministerio de Trabajo-Hvca. | A Partir del 17 de Marzo del 2017 |
| 2 | Publicación de Convocatoria en el portal web del Gobierno Regional | A Partir del 21 de Marzo del 2017 |
| 3 | Presentación curricular por mesa de partes de la Gerencia Sub Regional Huaytara  Calle Municipalidad S/N – Huaytara | 03 de Abril del 2017  Hora: de 08:00 am a 01:00 pm y 02:30 a 05:30 pm |
| **SELECCIÓN** | | |
| 4 | Evaluación Curricular | 04 de Abril del 2017 |
| 5 | Publicación de resultados de la Evaluación Curricular | 04 de Abril del 2017 Hora 5:00 pm. |
| 6 | Presentación de Recursos de Reconsideración | 05 de Abril del 2017 de 8:00 am. a 09:00 am |
| 7 | Absolución de Recursos de Reconsideración | 05 de Abril del 2017 de 9:00 am. a 10:00 am |
| 8 | Publicación de Cuadro de Meritos Final de Evaluación Curricular | 05 de Abril del 2017 de 11:30 am |
| 9 | Entrevista Personal  Gerencia Sub Regional Huaytara  Calle: Municipalidad S/N – Huaytara | 05 de Abril del 2017  Hora: 12:00 am. |
| 10 | Publicación de Cuadro de méritos final | 05 de Abril del 2017 Hora: 5:00 pm. |
| 11 | Adjudicación de Plazas  Gerencia Sub Regional Huaytara  Calle: Municipalidad S/N – Huaytara | 06 de Abril del 2017  09:00 am |
| **INICIO DE LABORES Y SUSCRIPCION DE CONTRATO** | | |
| 12 | Inicio de labores | 07 de Abril del 2017 |

***CAPITULO III***

***PLAZAS VACANTES PARA PROCESO DE CONVOCATORIA -2017***

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| **PROFESIONALES, TÉCNICOS Y ADMINISTRATIVOS PARA LA RED DE SALUD HUAYTARA** | | | | | | | |
| **PROCESO CAS N° 001 -2017/GOB.REG.HVCA/GSR-H-UORSH-CAS** | | | | | | | |
| **N°**  **PLAZA** | **CODIGO DE PLAZA** | **DESCRIPCION** | **AREA LABORAL** | **CANT** | **MENSUAL**  **S/.** | **FFTO.** | **PLAZO DEL CONTRATO** |
| 1 | **MED-01** | **MEDICO CIRUJANO** | C.S. PILPICHACA | **1** | **4,200.00** | **RO** | **07/04/2017-31/05/2017** |
| 2 | **LIC-ENF-02** | **LICENCIADO(A) EN ENFERMERIA PARA CENTRO DE SALUD** | C.S. PILPICHACA | **1** | **2,200.00** | **RO** | **07/04/2017-31/05/2017** |
| 3 | **LIC-ENF-03** | **LICENCIADOS(AS) EN ENFERMERIA PARA PUESTOS DE SALUD** | P.S. CHAULISMA | **1** | **2,200.00** | **RO** | **07/04/2017-31/05/2017** |
| 4 | P.S. SANTA ROSA DE OTUTO | **1** | **2,200.00** | **RO** | **07/04/2017-31/05/2017** |
| 5 | P.S. SAN JUAN DE OCCORO | **1** | **2,500.00** | **RO** | **07/04/2017-31/05/2017** |
| 6 | **OBST-04** | **OBSTETRA** | P.S. LLILLINTA | **1** | **2,500.00** | **RO** | **07/04/2017-31/05/2017** |
| 7 | **MED-05** | **MEDICO PARA AISPED** | AISPED LLILLINTA | **1** | **5,000.00** | **RO** | **07/04/2017-31/05/2017** |
| 8 | **CD-06** | **CIRUJANOS DENTISTA PARA AISPED** | AISPED- LLILLINTA | **1** | **3,000.00** | **RO** | **07/04/2017-31/05/2017** |
| 9 | **LIC-ENF-07** | **LICENCIADO(A) EN ENFERMERIA PARA AISPED** | AISPED LLILLINTA | **1** | **3,000.00** | **RO** | **07/04/2017-31/05/2017** |
| 10 | **OBST-08** | **OBSTETRA PARA AISPED** | AISPED LLILLINTA | **1** | **3,000.00** | **RO** | **07/04/2017-31/05/2017** |
| 11 | **TEC-ENF-09** | **TECNICO EN ENFERMERIA PARA AISPED** | AISPED-LLILLINTA | **1** | **2,000.00** | **RO** | **07/04/2017-31/05/2017** |
| 12 | **ESP-ADM-10** | **ESPECIALISTA ADMINISTRATIVO I** | RED DE SALUD HUAYTARA | **1** | **2,200.00** | **RO** | **07/04/2017-31/05/2017** |
| 13 | **LIC-ENF-11** | **LICENCIADO(A) EN ENFERMERIA** | RED DE SALUD HUAYTARA | **1** | **2,200.00** | **RO** | **07/04/2017-31/05/2017** |
| 14 | **TEC-INF-12** | **OPERADOR PAD I** | RED DE SALUD HUAYTARA | **1** | **1,500.00** | **RO** | **07/04/2017-31/05/2017** |
| 15 | **TEC-FAR-13** | **TECNICO EN FARMACIA**  **TECNICO INFORMATICO** | RED DE SALUD HUAYTARA | **1** | **1,500.00** | **RO** | **07/04/2017-31/05/2017** |
| 16 | **TEC-INF-14** | **OPERADOR PAD I** | RED DE SALUD HUAYTARA | **1** | **1,500.00** | **RO-SIS** | **07/04/2017-31/05/2017** |
| 17 | **OBST-15** | **OBSTETRA** | RED DE SALUD | **1** | **2,200.00** | **RO** | **07/04/2017-31/05/2017** |

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| **PERFIL DEL PUESTO** | | **ESP-ADM-10** |
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| **IDENTIFICACIÓN DEL PUESTO** | | |
|  | | |
| **Unidad Orgánica:** | Gerencia Sub Regional Huaytara | |
| **Denominación:** | Administrador/Ingeniería Industrial/ Psicología | |
| **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 / Ingeniería Industrial y/o Abogado | | | | | | | | | | | | | | | | | |  | | X | | Sí | |  | |  | |  | | No |
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|  | 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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| **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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **PERFIL DEL PUESTO** | | **OBST-15** |
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| **IDENTIFICACIÓN DEL PUESTO** | | |
|  | | |
| **Unidad Orgánica:** | Gerencia Sub Regional Huaytara | |
| **Denominación:** | Obstetra | |
| **Nombre del puesto:** | Obstetra | |
| **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** |
|  |
| Contar con un Profesional en Obstetricia para garantizar el cumplimiento de indicadores de desempeño priorizados en el Marco del Presupuesto por Resultados, SIS y otros.  Disminuir la morbimortalidad materna perinatal |

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| **FUNCIONES DEL PUESTO** | |
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| 1 | Coordinar con las instancias superiores DIRESA - MINSA, liderando procesos que contribuyan en la accesibilidad a los servicios de salud con calidad. |
| 2 | Organización, planificación, evaluación y supervisión de las actividades propias al cargo. |
| 3 | Monitorizar supervisar a las gestantes para el cumplimiento de su paquete completo en los EE.SS |
| 4 | Dar asistencia Técnica de acuerdos a las Normas del MINSA a los EE.SS. |
| 5 | Programación multianual en la página web del MINECO. |
| 6 | Programación SIGA en los módulos PPR y Logístico al 100% |
| 7 | Garantizar la ejecución presupuestal del Programa Presupuestal de salud. |
| 8 | Planificación, Programación, Ejecución, Seguimiento y Monitoreo de planes operativos según corresponda. |
| 9 | Realizar el monitoreo, supervisión y evaluación periódica de los procesos e indicadores de desempeño de las estrategias a su cargo, en el 100% de los establecimientos de salud de la red según corresponda. |
| 10 | alcanzar las metas y coberturas en el marco del PPR y, SIS al 100% |
| 11 | Concertar y participar en reuniones de representación a nivel inter e intra sectorial, así como elaboración de informes técnicos conducentes al logro de los objetivos institucionales. |
| 12 | verificación de registro de datos en los sistemas de información de salud (HIS, SIS, SIEN,HECHOS VITALES) |
| 13 | otras funciones que el jefe inmediato considere conveniente para el logro de las metas y objetivos |

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| **COORDINACIONES PRINCIPALES** |
|  |
| **Coordinaciones Internas** |
|  |
| Todos los Servicios de Establecimiento de Salud bajo la Jurisdicción. |
|  |
| **Coordinaciones Externas** |
|  |
| 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) | | | | Obstetra | | | | | | | | | | | | | | | | | |  | | 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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|  |  |  |  |  |  |  |  |  |  |  |  |  |  | Egresado | |  | Titulado | | |  | |  | |  | |  | |  | |  | |  | |
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| **CONOCIMIENTOS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **A) Conocimientos técnicos principales requeridos para el puesto *(No requieren documentación sustentatoria).*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conocimiento de Normas Técnicas Vigentes del MINSA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conocimiento en Emergencias Obstétricas y Neonatales | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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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| Acreditar capacitación en Emergencias Obstétricas y Neonatales | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Diplomado en Salud Publica y otros | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Acreditar capacitación en cualquier estrategia sanitaria del Ministerio de Salud en 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 | | | | X |  |  |  |
| 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 2 años en la profesión sustentado con resoluciones de termino (Incluyendo SERUMS) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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 sustentado con resoluciones de termino (Incluyendo SERUMS) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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 1 año | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***\* 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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| Compromiso y Responsabilidad en cumplimiento de metas y objetivos | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ética y Valores: Solidaridad y Honradez | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Liderazgo, Proactividad con capacidad para trabajar en equipo | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Predisposición para trabajar en campo | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Comunicación efectiva y adecuadas relaciones interpersonales, que promuevan un buen clima laboral | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adaptación a costumbres e idiosincracia de comunidades rurales y/o grupos étnicos | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **PERFIL DEL PUESTO** | | **TEC-INF-14** |
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| **IDENTIFICACIÓN DEL PUESTO** | | |
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| **Unidad Orgánica:** | Gerencia Sub Regional Huaytará | |
| **Denominación:** | Técnico Computación e Informática | |
| **Nombre del puesto:** | Operador PAD | |
| **Dependencia jerárquica lineal:** | Unidad Operativa Red de Salud Huaytará | |
| **Dependencia jerárquica funcional:** | Gerencia Sub Regional Huaytará | |
| **Puestos que supervisa:** | --- | |

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| **MISIÓN DEL PUESTO** |
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| Contar con un Personal Técnico en Computación en la Unidad de Seguros Públicos y Privados de Huaytará, la Red de Salud quien hará las funciones de soporte técnico del manejo del Aplicativo de registro de formatos del Seguro Integral a nivel de los 6 puntos de digitación , afiliaciones al AUS con enfoques de deberes y derechos de los planes de benéficos del Seguro Integral de Salud y de acuerdos a las normas vigentes.  Organizar los sistemas de información del SIS |

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| **FUNCIONES DEL PUESTO** | |
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| 1 | Manejo informático del SIASIS vía Web y Software Aplicativo ARFSIS |
| 2 | Soporte técnico en equipos informáticos HARWARD, SOFWARET y configuración e instalación de REDES LAN |
| 3 | Consolidar, analizar yevaluar la información quincenal, mensual y trimestralmente y anual del ingreso de las FUAS en el aplicativo del ARFSIS. |
| 4 | Realizar el reporte del padrón de afiliados AUS activos y entrega a los establecimientos de salud. |
| 5 | Cruce de información con DATA SIS de partos y recién nacidos , supervisión monitoreo y asistencia técnica a los puntos de digitación de los EE.SS |
| 6 | Digitación de FUAS como mínimo 250 por día. |
| 7 | Monitoreo de avances de indicadores SIS mediante el informe operativomensual del informático de la Unidad de Seguros de Huaytará. |
| 8 | Coordinar con las diversas instancias, Dirección de Seguros Públicos y Privados de Huancavelica Microred y EE.SS para el cumplimiento de los indicadores de los programas presupuestales. |
| 12 | Otras funciones asignadas por el jefe inmediato superior, acorde a los objetivos institucionales. |

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| **COORDINACIONES PRINCIPALES** |
|  |
| **Coordinaciones Internas** |
|  |
| Todos los Servicios de Establecimiento de Salud bajo la Jurisdicción. |
|  |
| **Coordinaciones Externas** |
|  |
| 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) | | | | Técnico en Computación | | | | | | | | | | | | | | | | | |  | |  | | Sí | |  | |  | | X | | No | |
|  |  | | | | |  |  |  |  |  |  |  |  | | | |  | |  | |  | |  | |  | |  | |  | |
|  | Técnica básica (1 ó 2 años) | | | | |  |  |  |  |  |  |  | Bachiller | | | |  | |  | |  | |  | |  | |  | |  | |
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| X | Técnica superior (3 ó 4 años) | | | | |  |  |  | X |  |  | X | Título /  Licenciatura | | |  |  | |  | |  | |  | |  | |  | |  | |
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|  | Universitario | | | | |  |  |  |  |  |  |  | Maestría | | | |  | | ***¿Requiere habilitación profesional?*** | | | | | | | | | | |
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|  |  | | | | |  |  |  |  |  |  |  |  | Maestría | |  |  |  | |  | | | | | | | | | | | | | | |  | |  | | Sí | |  | |  | | X | | No | |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  | Egresado | |  | Titulado | | |  | |  | |  | |  | |  | |  | |  | |
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| **CONOCIMIENTOS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **A) Conocimientos técnicos principales requeridos para el puesto *(No requieren documentación sustentatoria).*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conocimiento de Normas Técnicas Vigentes del MINSA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Manejo de herramientas de Ofimática, Microsoft Windows, office Excel avanzado(tablas dinámicas) Internet y otros | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Manejo del Aplicativo ARFSIS y SIASIS Web. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conocimiento en formateo de equipos informáticos | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conocimiento en Instalación de diferentes SOFTWARE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conocimiento en Instalación y Configuración de Redes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conocimientos en Ensamblaje y Mantenimiento de Computadoras | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Acreditar manejo de herramientas de Ofimática, Microsoft Windows, office Excel avanzado(tablas dinámicas) Internet y otros | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Acreditar experiencia en manejo de diferentes sistemas de información en salud, AUS, SIASIS, ARFSIS. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Acreditar capacitación en 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 | | | | X |  |  |  |
| 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.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | Profesional | **X** | 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 1 año manejo del aplicativo del ARFSIS, AUS, SIASIS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***\* 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |