

## Modelo para el Manual de Funciones

| <b>1. IDENTIFICACION DEL CARGO</b>   |  |
|--|--|
| Nombre del cargo:  | Reemplazo: Cargo que puede reemplazar las funciones de éste.   |
| Sitio de trabajo: Nombre de la institución, el área y/o el departamento,   |  |
| Cargo superior inmediato:  |  |
| Personal a su cargo: Describa si se tiene personal a cargo   |  |
| <b>2. OBJETO DEL CARGO</b>   |  |
| Describa de manera puntual y clara el objeto del cargo   |  |
| <b>3. PERFIL DEL CARGO</b>   |  |
| <b>Educación:</b> Nivel de educación que se requiere para desempeñar el cargo  |  |
| <b>Convalidación:</b> defina si es posible que pueda convalidar el título con experiencia                                      |  |
| <b>Formación:</b> Defina la formación adicional que se requiere para desempeñar el cargo.                                      |  |
| <b>Experiencia:</b> Defina en tiempo y/o actividades que son requisito para desempeñar el cargo                                |  |
| <b>4. HABILIDADES</b>  |  |
| <b>4.1 Personales</b><br><br><i>Defina las habilidades personales que debe tener la persona que ocupa el cargo</i>             | <b>4.2 Administrativas</b><br><br><i>Defina las habilidades administrativas que debe tener la persona que ocupa el cargo</i> |
| <b>5. FUNCIONES Y RESPONSABILIDADES</b>  |  |
| <b>5.1 GENERALES:</b> Describa las funciones y responsabilidades generales que debe cumplir la persona que desempeñe el cargo. |  |

# Modelo 31c707 Manual

**Léo Pomar**



**Modelo 31c707 Manual:**

Delve into the emotional tapestry woven by Emotional Journey with in **Modelo 31c707 Manual** . This ebook, available for download in a PDF format ( PDF Size: \*), is more than just words on a page; it's a journey of connection and profound emotion. Immerse yourself in narratives that tug at your heartstrings. Download now to experience the pulse of each page and let your emotions run wild.

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