

I. IDENTIFICATION OF EMPLOYMENT	
Hierarchical Level	Management
Job Title	Administrative Director
Code	009
Category	20
No. of positions	01
Dependence	OCCRE OFFICE
Position of the Immediate Boos	Governor
II. FUNCTIONAL AREA: DEPARTMENTAL OFFICE - OCCRE	
III. MAIN PURPOSE	
General direction and application of population control policies	
IV. ESSENTIAL FUNCTIONS DESCRIPTION	
<ol style="list-style-type: none"> 1. Coordinate with the Administrative Department of Planning and the Finance Secretariat, and other related dependence, the formulation of plans, programs and projects, and forward them to the Board of Directors, to the Governor and / or the Departmental Assembly, according to their competencies. 2. Issue residency and temporary residence cards, in accordance with the provisions of Decree 2762 of 1991. 3. Adopt and implement emergency measures for the solution of eventualities that endanger the control of population density in the Department. 4. Control and limit the right of circulation and residence within the Department. 5. Organize exit programs for illegal immigrants from the Archipelago. 6. Establish in coordination with the Internal Control Advisory Office, the necessary administrative procedures with their respective control mechanisms to obtain timely quality and coverage in the services that must be attended and efficiency in official procedures. 7. The others that arise from the nature of the dependency or are assigned by the competent authority. 	
V. BASIC OR ESSENTIAL KNOWLEDGE	
Political Constitution Norms that determine the organization, competences and procedures of the Office of Circulation and Residence. Basic Public Administration.	
VI. STUDY AND EXPERIENCE REQUIREMENTS	
Studies	Experience
Degree in University Education, preferably a Professional in Law	3 years of experience