



**GOVERNMENT**  
 Departmental Archipelago of San Andres,  
 Providence and Kethleena  
 Scaflonia Biosphere Reserve  
 Nit: 892.400.038-2

DECREE No. **0335**

( **25 AGO 2021** )

"By means of which is convene for the election of the Administrative Director of the Office of Circulation Control and Residence of the Departmental Archipelago of San Andres, Providence, and Kethleena, in accordance with Decree 2762 of 1991."

The Governor of the Departmental Archipelago of San Andres, Providence, and Kethleena, in use of his legal faculties, particularly those conferred by Decree 2762 of 1991, and,

**CONSIDERING:**

The period for the post as Administrative Director of the Office of Circulation Control and Residence-OCCRE is of one year.

That according to Article 24 of Decree Law 2762 of 1991, the Director of the office shall be appointed for periods of one year by the Directive Board, from a list submitted by the Governor of the Department Archipelago and may be re-elected.

Corresponding to the Departmental Administration to organize, coordinate and implement the procedure for electing the Administrative Director of the Office of Circulation Control and Residence-OCCRE of the Departmental Archipelago of San Andres, Providence, and Kethleena in coordination with the Office of Circulation Control and Residence-OCCRE:

That in merit of the above, it is

**DECREED**

**ARTICLE FIRST:** Convene professionals of the community who meet the requirements to submit their resumes for election to the Administrative Director of the Office of Circulation Control and residence-OCCRE.

**ARTICLE SECOND: DATE, PLACE AND REGISTRATION DOCUMENTS:** Candidates to be elected as Administrative Director of the Office of Circulation Control and Residence-OCCRE, must **register in person from August 26 to September 10 of this present year, from 8:00 a.m. to 12:00 noon, and from 2:00 p.m. to 6:00 p.m. at the office of the Private Secretariat of the Departmental Archipelago of San Andres, Providence, and Kethleena, and by the email [privada@sanandre.gov.co](mailto:privada@sanandre.gov.co), and attach your resume.**

**ARTICLE THIRD:** The Directive Board of OCCRE is convened to carry out the election of the Administrative Director of the Office of Circulation Control and Residence-OCCRE, on September 17, 2021

**ARTICLE FOURTH:** The present Decree is in force as from the date of publication.

THEREFORE BE IT

Given in San Andres Island,

**25 AGO 2021**

**EVERTH HAWKINS SJOGREEN**  
 Governor

Project: Cleotilde R/Secretaria Privada  
 Revise: JBlanco/Secretaria Privada  
 Archive: Cleotilde R./Privada

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"> <li>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.</li> <li>2. Issue residency and temporary residence cards, in accordance with the provisions of Decree 2762 of 1991.</li> <li>3. Adopt and implement emergency measures for the solution of eventualities that endanger the control of population density in the Department.</li> <li>4. Control and limit the right of circulation and residence within the Department.</li> <li>5. Organize exit programs for illegal immigrants from the Archipelago.</li> <li>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.</li> <li>7. The others that arise from the nature of the dependency or are assigned by the competent authority.</li> </ol>	
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