

MANUAL DE ORGANIZACIÓN DE FUNCIONES EN LA EMPRESA CONSTRUCTORA " ANTAYS"

CONCEPTO Y DEFINICION:

El Manual de Organización y Funciones, es un documento normativo que describe las funciones específicas a nivel de cargo o puesto de trabajo desarrollándolas a partir de la estructura orgánica y funciones generales establecidas en el Reglamento de Organización y Funciones, así como en base a los requerimientos de cargos considerados en el Cuadro de Asignación de Personal.

El Manual de Organización y Funciones (MOF) es un instrumento normativo de gestión institucional que describe las funciones básicas a nivel depuestos de trabajo o cargos contenidos en el cuadro de asignación de personal (CAP), formula los requisitos esenciales exigibles y establece las relaciones internas del cargo.

BASE LEGAL

En el Perú se norma por la Resolución Jefatural N° 095-95-INAP/DNR, que aprueba la Directiva N°001-95-INAP/DNR "Normas para la Formulación de los Manuales de Organización y Funciones en la Administración Pública".

OBJETIVO DEL MOF

Tiene por objetivos:

- Describir las funciones principales de cada dependencia u órgano delimitando la amplitud, naturaleza y campo de acción de la misma.
 - Determinar los cargos dentro de la estructura orgánica y las funciones que le competen.
 - Precisar las interrelaciones jerárquicas y funcionales internas y externas de la dependencia.
 - Describir los procedimientos administrativos racionalizados.
 - Proporciona información a los trabajadores sobre sus funciones y ubicación dentro de la estructura.
-
- Facilitar el proceso de inclusión al personal nuevo, su adiestramiento y orientación del cargo al cual ha sido asignado.

LIMITACION DEL MOF

- No es la solución a todos los problemas administrativos, si bien constituyen un instrumento que puede propiciarla.
- Si no se actualiza permanentemente, pierde vigencia.
- Su costo de confección y revisión puede ser oneroso.
- Los aspectos informales de la organización no se hallan contenidos en él.

Manual De Funciones De Una Empresa Constructora

Christian Drosten



Manual De Funciones De Una Empresa Constructora:

The Top Books of the Year Manual De Funciones De Una Empresa Constructora The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the engaging narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens' "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered. The novel begins with Richard Pappen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and suspenseful novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

https://staging.conocer.cide.edu/files/browse/HomePages/Growing_And_Knowing.pdf

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