

Методические рекомендации по написанию CV и самопрезентации

В разделе, посвященном описанию компетенции членов проектной команды, как правило, указывается от 2-х до 5-ти экспертов, ответственных за реализацию проекта, в том числе

- менеджер проекта
- разработчики / эксперты
- райтеры
- лица, отвечающие за расчет бюджета / планирование мероприятий

Задача такого описания – отразить опыт, имеющийся у вашей проектной команды, ценные компетенции, которые могут принести ваши эксперты в реализацию проекта и его успех.

Помните, что важнейшим требованием к заполнению данного раздела является указание конкретных результатов, достижений и успехов, реализуемых проектов, выполняемых задач и т.д.

Поэтому избегайте описательных предложений, указывая конкретные данные либо примеры, подтверждающие компетентность сотрудника в соответствующих областях.

Operational Capacity: Skills and Expertise of Key Staff Involved in the Project	
Name of project team member	<i>Summary of relevant skills and expertise, including where relevant a list of recent publications related to the domain of the project.</i>

Указывается следующая информация:

- роль в проекте;
- краткое описание основных компетенций, опыта работы в области проектной тематики.

Как правило, объем такого описания не превышает 500 знаков, основным требованием является наличие конкретных примеров проведенных мероприятий, реализуемых проектов, выполняемых задач. Рекомендуется избегать описательных предложений, указывая конкретные данные либо примеры, подтверждающие компетентность сотрудника в соответствующих областях.

Пример:

Ivanov Ivan

Role in the project: Project manager / designer

Описание:

<i>Не рекомендуется: Mr. Ivanov is an experienced professional in the international project management and administration field. He has been engaged</i>	<i>Рекомендуется: Mr. Ivanov has over 10 years experience in the international project management and administration field at BSU. His experience in</i>
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<p>into implementation of several international projects. Long-term professional experience, communicability, ability to make a sound decision in an extraordinary situation – all these qualities will facilitate Mr. Ivanov's successful and efficient work in the project.</p>	<p>project management includes: manager of tempus project QATMI (2008-2011), PICASA (2012-onwards), SUCSID, INURE (2011-onwards). Since 2009 his project-related activities include project and financial management, reporting, quality assurance, grant writing, support of international events, legal registration of projects in Belarusian public authorities and other legal project-related matters.</p>
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Образец компетенций менеджера проекта

Sample Profile
<p>Mr.Ivan Ivanov Position: Project Manager</p>
<p>Professional activities: Mr. Ivanov has <i>n</i> years experience in project related sphere (specify). Since year _____ his professional activities include (<i>please list the activities specifying concrete results: for example: administrative support of Tempus projects implementation, legal registration of the projects in the competent authorities and ensuring its compliance with national laws; purchasing equipment under the projects; managing works under WPs (specify the activities run); project reporting and financial management, internal quality assurance</i>). His experience in project management includes: manager of projects (<i>please list the projects and specify the dates: for example Tempus projects QATMI (2008-2011), PICASA (2012-onwards), SUCSID, INURE (2011-onwards)</i>)).</p>
<p>Mr. Ivanov's experience in organizing and hosting international events includes (<i>please list the events and your role in it: for example: organizing two international seminars funded by BSRUN (2011 – "University-Business cooperation"; "Experiences of EuroFaculties for the Future" (4 March 2014), International seminar on Internationalization of Education (10-12 February 2014), international conferences: "Education of Sustainable Development" (2005) funded by UNESCO; Jean Monnet International Conference "The European Union and Belarus: Getting closer for better future" (June 05-06, 2014) (responsible for management of application, member of the Steering Committee, administrative support, technical arrangements, project reporting, financial management)</i>).</p>
<p>Mr.Ivanov organized support for <i>n</i> project meetings held, <i>n</i> seminars under ... projects, participated as a key speaker/ expert in trainings/ workshops (<i>please give specific examples: for example: two INURE project meetings 10-17 April 2014, 17-21 December 2014; HUMERIA Selection Committe Meeting 17-18 February 2015; three lectures at national seminars held by National Tempus Office in Belarus 2011: "Management of Erasmus Mundus projects"; 2013 "Registration of International Technical Aid Projects"; 2014 "Management of Jean Monnet projects"; 2009: lecturer for an advanced training program at NIHE "Marketing of education services"</i>). Mr. Ivanov is responsible for management of institutional/ faculty's research activities, he is a local coordinator for <i>n</i> joint research projects (<i>please specify</i>) and runs the following activities (<i>please specify</i>).</p>
<p>Membership: Mr. Ivanov is a member (<i>please list your current membership and engagements</i></p>

specifying the dates: for example: member of the National Work Group on complex analysis of the national education system (since 2014), member of the Expert Group on Reform of Higher Education, member of the Presidium of the Scientific and Methodological Council of the Ministry of Education (since 2012) etc.)

Major competencies: Experience in technical and administrative work in project implementation, project and financial management (including budget planning), management of research activities, grant writing, support of international events, experience in legal project-related matters, quality assurance, project reporting.

Project-related skills and expertise: local/ departmental project coordinator for ... projects, team manager/ local WPs leader in ... projects, local coordinator for ... joint research projects etc.