

# Faculty: MANAGEMENT



**Acronym** :GESONG

**Option** : MANAGEMENT OF NON-ORGANIZATIONS  
**GOVERNMENTAL**

**Level** : BTS

**prerequisite** : All Bac

**Outlets** :

- NGO administrative officer
- Collaborator to the project manager
- Assistant to the Cooperation and Development Officer

## **Description**

The NGO Management specialty leads to the training of technicians with solid knowledge in the analysis of organizational issues, the understanding and use of management techniques,

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the design and management of projects, negotiation with partners

## **Specific skills:**

- Carry out a project to create an NGO;
- Master the tools for analyzing and evaluating projects;
- Set up and manage NGO development projects;
- Participate in the preparation of NGO action plans (development of regulations, orientation and harmonization of their orientations);
- Implement the means necessary for the accomplishment of administrative action (definition of missions, programs and deadlines; management of subsidies and financial aid);
- Report on the conduct of the work to the hierarchical authorities;
- Update your knowledge and monitor regulatory and legislative developments relating to the area of intervention;
- In the end, the holder of this BTS will be able to:
  - Identifier les composantes principales d'un projet métier et les rôles en jeu
  - Evaluer les charges et organiser le planning d'une ONG
  - Construire et suivre le tableau de bord budgétaire d'une ONG

## **Quality and skills :**

- Understand the economic and business environment;
- Master the computer tool;
- Master written and oral communication;
- To be able to lead a work team.

