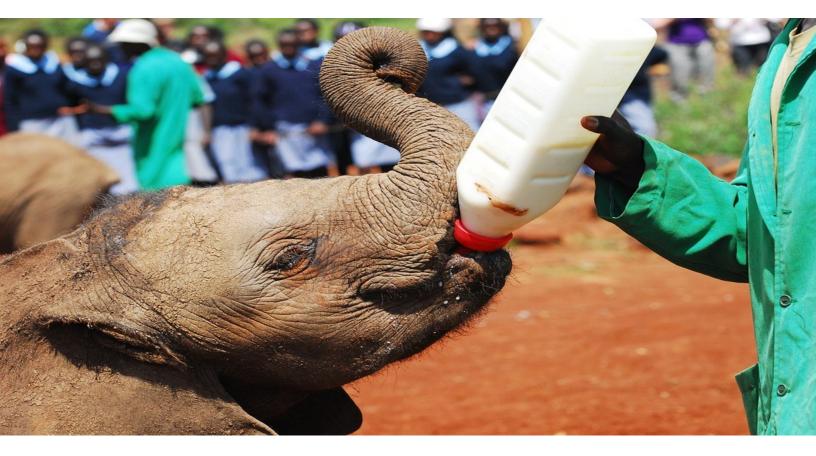
# Faculty: MANAGEMENT



#### 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,

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 budaétaire 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.