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《劳务员》

Labor Personnel



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劳务员职业能力标准

Professional Ability Standards for Labor Personnel

PART. 01



劳务员 Labor Personnel

劳务员职业能力标准的一般规定

General provisions of professional competence standards for labor personnel

劳务员职业能力标准要求

Professional competence standard requirements for labor personnel

劳务员 Labor Personnel

一、劳务员职业能力标准的一般规定

Firstly General provisions of professional competence standards for labor

personnel

1、应具有中等职业(高中)教育及以上学历,并具有一定实际工作经验,且身心健康。

Should have secondary vocational (high school) education or above, and have some practical work experience, and be physically and mentally healthy.

2、应具备必要的表达、计算以及计算机应用能力。

Should have the necessary presentation and calculation as well as computer application skills.

劳务员 Labor Personnel

一、劳务员职业能力标准的一般规定

Firstly General provisions of professional competence standards for labor

3、应具备以下职业素养：

Should have the following professional qualities:

(1) 具有社会责任感和良好的职业操守，诚实守信，严谨务实，爱岗敬业，团结协作。

A sense of social responsibility and good professional conduct, honesty and trustworthiness, rigorous and pragmatic, love of work, solidarity and collaboration.

(2) 遵守相关法律法规、标准和管理规定。

Comply with relevant laws and regulations, standards and regulatory provisions.

劳务员 Labor Personnel

一、劳务员职业能力标准的一般规定

Firstly General provisions of professional competence standards for labor personnel

3、应具备以下职业素养：

Should have the following professional qualities:

(3) 树立安全至上、质量第一的理念，坚持安全生产、文明施工。

Establish the concept of safety first and quality first, and adhere to safe production and civilized construction.

(4) 具有节约资源、保护环境意识。

Awareness of resource conservation and environmental protection.

(5) 具有终生学习理念，不断学习新知识、新技能。

Have a lifelong learning philosophy and continue to learn new knowledge and skills.

劳务员 Labor Personnel

一、劳务员职业能力标准的一般规定

Firstly General provisions of professional competence standards for labor personnel

4、建筑与市政工程施工现场专业人员工作责任，标准规定分为“负责”、“参与”两个层次。

construction and municipal engineering construction site professional work responsibilities, the standard provisions are divided into "responsible", "involved" two levels.

5、建筑与市政工程施工现场专业人员教育培训的目标要求，专业知识的认知目标要求分为“了解”、“熟悉”以及“掌握”三个层次。

The goal requirements for education and training of professionals in construction and municipal engineering construction sites are divided into three levels: "understanding", "familiarization", and "mastery" of professional knowledge.

劳务员 Labor Personnel

二、劳务员职业能力标准

Secondly Standards for professional competence of labor personnel

1、劳务管理计划 Labour Management Plan

能够参与编制劳务需求及培训计划

Able to participate in the preparation of labor demand and training plan

2、资格审查培训 Qualification review training

- 能够验证劳务队伍资质

Able to verify the qualifications of the labor team

- 能够审验劳务人员身份、职业资格

Able to verify the identity and professional qualifications

- 能够对劳务分包合同进行评审

Able to review labor subcontracting contracts

- 能够对劳务队伍进行综合评价

Able to conduct comprehensive evaluation of the labor

force

劳务员 Labor Personnel

二、劳务员职业能力标准

Secondly Standards for professional competence of labor personnel

3、劳动合同管理 Labour contract management

- 能够对劳动合同进行规范性审查
Able to conduct normative review of labor contracts
- 能够核实劳务分包款、劳务人员工资
Able to verify labor subcontracting payments and salaries of labor personnel
- 能够建立劳务人员个人工资台账
Able to establish a personal salary ledger for labor personnel

劳务员 Labor Personnel

二、劳务员职业能力标准

Secondly Standards for professional competence of labor personnel

4、劳务纠纷处理 Handling of labour disputes

- 能够参与编制劳务人员工资纠纷应急预案，并组织实施
Able to participate in the preparation of emergency plans for wage disputes among labor personnel and organize their implementation
- 能够参与调解、处理劳务纠纷和工伤事故的善后工作
Able to participate in mediation, handling labor disputes and aftermath work of work-related accidents

劳务员 Labor Personnel

二、劳务员职业能力标准

Secondly Standards for professional competence of labor personnel

5、劳务资料管理 Labor data management

能够编制、收集、整理劳务管理资料

Able to compile, collect, and organize labor management materials

劳务员的工作职责

Job Responsibilities of Labor Personnel

PART. 02



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