



GOBERNACIÓN

Departamento Archipiélago de San Andrés,
Providencia y Santa Catalina
Reserva de Biosfera Scaflowier
NIT: 892400038-2

DECREE No.

0584

(10 DIC. 2025)

“Through which the submission of resumes is convened to select the Administrative Director of the Office of Control of Circulation and Residence-OCCRE of the Departmental Archipelago of San Andres, Providence, and Santa Catalina, in accordance with Decree 2762 of 1991.”

The Governor in charge of the Departmental Archipelago of San Andres, Providence, and Kethleena, in use of his legal faculties, particularly those conferred by Decree 2762 of 1991, and,

CONSIDERING:

Article 23 of Decree No. 2762 of December 13, 1991, defines the Office of Circulation and Residency Control (OCCRE) as being composed of “...a Director and a Board of Directors.”

Article 24 of the aforementioned Decree establishes the Director's term of office as follows: “The Director of the Office shall be appointed for one-year terms by the Board of Directors from a list of three candidates submitted by the Governor of the Departmental Archipelago and may be reappointed.”

The term for which the current Director of the Office of Circulation and Residency Control (OCCRE) was elected expires on February 22, 2026.

That Decree No. 783 of October 25, 2023, “By which the Job Description Manual and Requirements of the Principal Building of the Departmental Government of the Archipelago of San Andres, Providence, and Santa Catalina is established”, stipulates in its Article 5 the “IDENTIFICATION AND FUNCTIONAL COMPETENCIES OF THE JOBS”, which for the position of Administrative Director of the Office of Control of Circulation and Residence – OCCRE, provides the following:

I. JOB IDENTIFICATION	
Hierarchical Level	Managerial
Job Title:	Administrative Director
Code:	009
Grade:	20
Number of Positions	01
Department	OCCRE's Office
Immediate Boss Position:	Governor

Job Functions:

1. Coordinate with the Administrative Planning Department, the Finance Secretariat, and other related departments the formulation of plans, programs, and projects, and submit them to the Board of Directors, the Governor, and/or the Departmental Assembly, according to their respective responsibilities.
2. Issue resident and temporary resident cards, in accordance with the provisions of Decree 2762 of 1991.

3. Adopt and implement emergency measures aimed at resolving eventualities that endanger the control of population density in the Department.
4. To control and restrict the right of movement and residence within the Department.
5. To organize programs for the departure of undocumented immigrants from the Archipelago.
6. To establish, in coordination with the Office of Internal Control, the necessary administrative procedures, with their respective control mechanisms, to ensure timely quality and coverage in the services provided and efficiency in official procedures.
7. Any other duties that arise from the nature of the dependency or are assigned to it by a competent authority.

Job Requirements:

VI. STUDY AND EXPERIENCE REQUIREMENTS	
Studies	Experience
University Degree, preferably in Law	3 years of experience

One of the requirements for holding the position is passing the Creole or Kriol exam or test, in accordance with the provisions of Law 47 of 1993.

The Departmental Administration is responsible for organizing, coordinating, and implementing the procedure for electing the Administrative Director of the Office of Circulation and Residency Control (OCCRE) of the Departmental Archipelago of San Andres, Providence, and Santa Catalina, in coordination with the Board of Directors of the Office of Circulation and Residency Control (OCCRE).

Therefore, it is hereby:

DECREE:

FIRST ARTICLE. - CONVENE professionals from the islands who meet the requirements are invited to submit their resumes for the election of Administrative Director of the Office of Circulation and Residence Control (OCCRE), with any attachments they wish to include, in order to support their experience and profession.

SECOND ARTICLE. - DATE, PLACE AND REGISTRATION DOCUMENTS: Those wishing to apply for the position of Administrative Director of the Office of Circulation and Residence Control (OCCRE) must register via email at privada@sanandres.gov.co and attach their resume, from December 16th to 30th of this year, from 8:00 a.m. to 12:00 p.m. and from 2:00 p.m. to 5:00 p.m.

Candidates to be elected as Administrative Director of the Office of Circulation Control and Residence-OCCRE, must registered through email privada@sanandre.gov.co, and attach your resume.

THIRD ARTICLE. - The Board of Directors of the OCCRE will be convened to elect the Administrative Director of the Office of Circulation and Residence Control-OCCRE, on January 9, 2026.

PARAGRAPH. - Regardless of the date on which the appointee takes office, the performance of duties will begin on February 23, 2026, which is why the appointment and taking office does not affect anyone serving in the position until February 22, 2026.


FOURTH ARTICLE. - ADVERTISEMENT. Publish this decree on the website of the Departmental Government and other media outlets provided by the

Department, in accordance with the provisions of Article 65 of the Code of Administrative Procedure and Administrative Litigation.

FIFTH ARTICLE. - VALIDITY. This decree shall take effect from the day following its publication, in accordance with the provisions of the Code of Administrative Procedure and Administrative Litigation.

THEREFORE BE IT

Given in San Andres Island, on 10 DIC. 2025


CHARLES LIVINGSTON LIVINGSTON
Governor in charge of the Archipelago of San Andres,
Providence, and Santa Catalina.

Created by: A.M.A.G - Private Secretariat
Revised by: Legal Advisory Office