The key objective in the process of managing human resources of enterprises is to involve the necessary personnel in the organization and maintain its ability to work effectively. The organization should have a clear description of roles and functions performed for the realization of the tasks required to determine the composition of competencies for each post evaluation of the potential of each employee of the company.

The concept of professional competence of staff is closely linked to the concept of specialist qualification. The qualification of a specialist is the level of preparedness, skill, degree of readiness for the performance of a job by a certain specialty or position, which is determined by grade, class. Competence – this is an integrated ability of the individual acquired in the learning process, which consists of knowledge, experience, values and attitudes that can be implemented holistically in practice. And proper competence shows skills in real working conditions, and not just theoretical knowledge. Thus, the concept of professional competence, in addition to professional, functional knowledge, involves the presence of intellectual, personal, emotional-volitional, psychophysiological, social features (competences) of employees, whose successful combination ensures high efficiency and effectiveness of their activities in a competitive environment.

In literature distributed classification division of competences into three groups: professional competence, corporate behavioral competencies.

The determining condition for the successful performance of official duties is to own all the above competencies of all personnel of the enterprise, it is almost impossible to give preference to any of these groups.

The peculiarity of competence management at an enterprise is the almost complete lack of regulation of this aspect at the state-legal level, therefore, enterprises have the opportunity to develop internal organizational, methodological and motivational provision of competence management, which exists today in the form of models of competencies of the personnel of the enterprise – maps, standards, certificates of competence, a pointer to the elements of competence, the software, etc.