

Changes have been approved by
LLC Teaching University Geomedi's
Academic Board session:
Protocol №04 , 30.04.2019

Rector, Professor _____ Marina Pirtskhalava

The rule for appointing administrative / support personnel

1. The rule for appointing administrative staff

The recruitment of administrative personnel is conducted via open competition. when there is a vacancy for an administrative position, candidates are initially selected within the human resources available at the university (academic, visiting, and administrative staff), in order to promote the professional growth and career advancement of the University staff. The announcement about the vacancy is posted on the university website and is available to anyone.

Selection of the candidates are carried out in stages:

1st stage - submission of documentation.

2nd stage - an interview regarding the concept of Office development.

List of documents to be submitted:

1. Application form addressed to the selection committee.
2. Autobiography, CV
3. Copy of ID card.
4. Copies of documents certifying higher education and degrees awarded (if necessary).
5. List of scientific works (if necessary).
6. Certificate of English language proficiency and/or the result of internal testing (if necessary)
7. Cover letter (letter of motivation).
8. Office Development Concept (presented in a maximum of 180 words)

The candidates should meet the following criteria:

- Have discipline
- Have the ability to work in a team
- Be organized

A three-member selection committee is formed to select candidates, which then is approved by the order of the Rector.

1. The members of the selection committee has the right to award a candidate with 1 point in each criterion.

2. Candidates are evaluated according to the following criteria:

- work experience
- Office development concept
- motivation letter
- Interview

The candidate will be selected based on the accumulated points in each criterion. Maximum points are 12, and minimum passing points are 10.

The decision made by the Selection Committee should be presented to the Rector who appoints the candidate to the position by the Rector's decree.

In case the relevant candidate cannot be selected within the University's human resources, then an open competition will be announced. Information about the competition will be posted on the website www.jobs.ge and on the official website of the University.

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1st stage - submission of documentation.

2nd stage - an interview regarding the concept of Office development.

List of documents to be submitted:

1. Application form addressed to the selection committee.
2. Autobiography, CV
3. Copy of ID card.
4. Copies of documents certifying higher education and degrees awarded (if necessary).
5. List of scientific works (if necessary).
6. Certificate of English language proficiency and/or the result of internal testing (if necessary)
7. Cover letter (letter of motivation).
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 - work experience

- Office development concept
- motivation letter
- Interview

The candidate will be selected based on the accumulated points in each criterion. Maximum points are 12, and minimum passing points are 10.

The decision made by the Selection Committee should be presented to the Rector's who appoints the candidate to the position with the Rector's decree.

II. The rule for appointing support staff

The recruitment of support staff is conducted via open competition, taking into account candidate's qualifications (work experience, education) relevant to the position and results achieved.

Information about the vacancy will be posted on the website www.jobs.ge and on the official website of the University.

A three-member selection committee is formed to select candidates, which then is approved by the Rector's order.

The members of the selection committee has the right to award a candidate with 1 point in each criterion.

Candidates are evaluated according to the following criteria:

- work experience
- motivation letter
- Interview

The candidate will be selected based on the accumulated points in each criterion. Maximum points are 9, and minimum passing points are 7.

List of documents to be submitted:

- Application form on behalf of the Commission.
- Autobiography CV
- Copy of ID card.
- Copies of documents certifying higher education and degrees awarded (if necessary).
- Certificate of English language proficiency and/or the result of internal testing (if necessary)
- Cover letter (letter of motivation).

The candidate is appointed by the order of the Rector, based on the results of the competition.