

სახელმწიფო უმაღლესი სწავლებელი



NEW HIGHER EDUCATION INSTITUTE

**Provision  
of Human Resources Management Service**

## **Article 1. General Provisions**

- 1.1. The Human Resources Management Service (hereinafter - the Service) of New Higher Education Institution (hereinafter - the institution) is the administrative structural unit, which is guided by the legislation of Georgia, the legal acts of the institution and the present provision.
- 1.2. The service, within the framework of its competence, is accountable to the head of administration and the Rector and performs their indications and instructions.
- 1.3. The provision defines the structure of the Human Resource Management Service, the main directions and functions of its activities.

## **Article 2. Objectives of the Service**

- 2.1. The Human Resource Management Service is a structural unit of the institution providing for the development of personnel management policy and coordination of its consistent realization.
- 2.2. The tasks of the service are:
  - a) Implementation of the basic procedures of staff management in compliance with modern requirements, creation of appropriate organizational mechanisms;
  - b) Establishment of a modern system of permanent development of human resources in the institution and realization of the relevant programs;
  - c) Perfect implementation of personnel management procedures (preparation of orders, agreements and other documents).

## **Article 3. Functions of the service**

- 3.1. Functions of the service are:

- a) Attraction of qualified staff in the institution and development of appropriate methodology;
- b) Development and implementation of human resource management strategy on the base of the order issued by the Rector, strategic plan of the institute and the other internal legal acts.
- c) Creation of unified base of human resource management and its perfection on the base of modern technology;
- d) The selection of administrative and support staff (competition, testing, interviewing, examination time, etc.) and implementation of the procedure of appointment, providing technical support;
- e) Facilitation and management of socialization process of the new staff of the institute to effectively involve them in their new working environment;
- f) Increase of motivation and satisfaction of the staff of the institution;
- g) Participation in the development of the rules and terms of affiliation;
- h) Periodic analysis of stability and fluctuation of the staff in the institution, identification of the main causes and trends; In this regard, submission of periodical recommendations to the head of the administration and the rector;
- i) Permanent development of personnel in accordance with the goals and objectives of the institution for the purpose of maintenance / preparation of appropriate staff equipped with the skills of using modern technologies in practice;
- j) Within the competence of the service, on the basis of relevant legal acts, ensuring fulfillment of the tasks;
- k) Preparation, systematization of personal affairs of the staff, creation of modern information base, periodic updating and preparation of recommendations for improvement the personnel management;
- l) Signing agreements with the staff of the institution and making changes in them;
- m) Giving consultations and assistance to the structural units of the institute, within the framework of the competence;
- n) Defining / developing the job descriptions and functions and obligations of the structural units of the institution.

#### **Article 4. Structure of the Service**

4.1. The service is headed by the Head of the Service, who is appointed and dismissed by the Rector of the Institution.

4.2. The head of the service has a deputy head who is appointed and dismissed by the rector, with submission of the head of the service.

4.3. When the Head of the Service is not temporarily in the workplace (e.g. vacation, sickness, business trip, etc.), or in case of the assignment of the head of the service, the deputy head fulfills the obligations of the head of the service.

4.4. The Structure of the Service provides the positions of the Head of the Service, the Deputy Head and Chief Specialist.

## **Article 5. The rights and duties of the management bodies of the service**

### ***5.1. Head of the service:***

- a) Guides the activities of the service;
- b) Represents the service when carrying out its rights and duties and is responsible for fulfilling the functions and tasks assigned to the service;
- c) Distributes duties among employees, gives them relevant tasks;
- d) Provides preparation of legal acts, agreements and letters projects of the management's bodies of the institute, within her/his competence;
- e) Authorizes the legal acts prepared in the institute, within his/her competence, signs the documents prepared in the institute and conducts the process of authorizing the documents;
- f) Provides the selection process of administrative and support staff based on the competition and determines the terms and conditions for the competition;
- g) In case of necessity, provides the Rector with reasonable information on personnel changes, responsibilities of the personnel and / or encouragement of the staff;
- h) Submits an annual report on performed activities of the service, to the head of administration;**
- i) Requires the information, necessary for performing the activities of the service, from the structural units of the institution;
- j) Within the scope of the competence, carries out the other obligations imposed by the Georgian Legislation, statute of the institute and the internal regulations.

### ***5.2. Deputy Head of the Service:***

- a) Helps the Head of the service to perform the rights and duties imposed on him/her properly;
- b) Ensures fulfillment of the functions assigned by the service;
- c) Consults the individual administrative units on official issues;
- d) Distributes the materials and correspondences received into the service;
- e) In relation to the activities of the Service, performs instructions of the Rector and Head of the Service.

**Article 6. Final Conclusions**

6.1. The provision of the Service is approved by the order of the Rector of the institution;

6.2. Canceling the provision of the service, changes in it are made by the order of the Rector of the institute.