

ახალი უმაღლესი სასწავლებელი

ნიუნი



NEW HIGHER EDUCATION INSTITUTE

NEWUNI

# HUMAN RESOURCE MANAGEMENT DEPARTMENT

APPROVED BY: RECTOR'S ORDER N

DATE:

DATE OF CHANGES:

ახალი უმაღლესი სასწავლებელი – „ნიუნი“

## **Contents:**

|                                                                         |  |
|-------------------------------------------------------------------------|--|
| <b>Article 1. General Provisions</b> .....                              |  |
| 2                                                                       |  |
| <b>Article 2. Functions of the Department</b> .....                     |  |
| 2                                                                       |  |
| <b>Article 3. Structure of the Department</b> .....                     |  |
| 3                                                                       |  |
| <b>Article 4. Rights and Responsibilities of Department Heads</b> ..... |  |
| 3                                                                       |  |
| <b>Article 5. Concluding Provisions</b> .....                           |  |
| 4                                                                       |  |

## **Article 1. General Provisions**

1.1 The Human Resources Management Department of the New Higher Education Institute – NEWUNI (hereinafter referred to as the "institution") is a structural unit of the institution's administration, which operates in accordance with the legislation of Georgia, the legal acts of the institution, and this provision.

1.2 The Department is accountable to the Rector of the institution within the scope of its competencies and performs the duties assigned by the Rector based on the law.

1.3 This provision defines the structure, main activities, and functions of the Human Resources Management Department.

## **Article 2. Functions of the Department**

### ***2.1 The functions of the Department are:***

- a) Implementation/Development of Human Resource Management Policy with the involvement of relevant structural units.
- b) Organization and management of the process of attracting, selecting, and hiring qualified human resources, considering the strategic goals and objectives of the institution.
- c) Development and implementation of a human resource management strategy based on the Rector's individual legal acts, the institution's strategic plan, and other legal acts.
- d) Preparation and maintenance of documentation related to personnel, reflecting information about personnel in electronic databases.
- e) Implementation of the personnel selection (competition, testing, interviews, hiring for a probationary period, etc.) and appointment procedures, ensuring technical support.
- f) Facilitating and managing the socialization process of new staff members to effectively integrate them into the new work environment.
- g) Enhancing the motivation and satisfaction of the institution's personnel.
- h) Developing and establishing the rules and conditions of affiliation.
- i) Periodic analysis of staff stability and turnover within the institution, identifying key reasons and trends.
- j) Continuous development of personnel in line with the institution's goals and objectives to maintain/prepare qualified staff equipped with the skills to effectively use modern

technologies in practice.

k) In collaboration with relevant structural units, evaluating the performance of the institution's personnel and using the evaluation results for their professional development.

l) Concluding contracts with the institution's personnel and making amendments to them.

m) Providing consultations and assistance to the institution's structural units within the competence of the Service.

n) Defining/Developing job descriptions and functions for the institution's structural units.

o) Ensuring the fulfillment of tasks based on relevant legal acts and individual legal acts within the competence of the Department.

### **Article 3. Department Structure**

2.1 The Department is headed by the Head of the Department, who is appointed and dismissed by the Rector of the institution.

2.2 The Head of the Department has a Deputy Head, who is appointed and dismissed by the Rector upon the recommendation of the Head of the Department.

2.3 In the temporary absence of the Head of the Department (e.g., vacation, illness, business trip, etc.), as well as in the case of the Head's assignment, the duties of the Head are performed by the Deputy Head of the Department.

### **Article 4. Rights and Responsibilities of Department Leadership**

#### ***4.1 Head of the Department:***

a) Directs the activities of the Department;

b) Represents the Department in the execution of assigned rights and responsibilities and is responsible for fulfilling the functions and tasks assigned to the Department;

c) Distributes duties among the Department's employees and assigns them appropriate tasks;

d) Ensures, within the scope of their competence, the preparation of individual legal acts, contracts, and letter drafts for the institution's management bodies;

e) Reviews individual legal acts prepared at the institution within the scope of their competence, signs documents prepared by the Department, or approves them;

f) Ensures the selection process of administrative and support staff through competition, defining the conditions and rules of the competition;

g) Ensures the technical organization of competitions for academic/invited staff;

- h) Evaluates staff performance in coordination with relevant structural units, utilizes evaluation results, and develops personnel development plans;
- i) When necessary, provides the Rector with substantiated information regarding personnel changes, assignment of responsibilities, or encouragement of staff;
- j) Submits an annual report to the Rector on the activities carried out by the Department;
- k) Requests information from the institution's structural units necessary for the Department's work;
- l) Performs other duties assigned by Georgian legislation, the institution's charter, and internal regulations within the scope of their competence.

#### ***4.2 Deputy Head of the Department:***

- a) Assists the Head of the Department in properly and fully fulfilling the assigned rights and responsibilities;
- b) Ensures the execution of the functions assigned to the Department within the institution's activities;
- c) Provides consultations to individual administrative units regarding departmental matters;
- d) Distributes incoming materials and correspondence within the Department;
- e) Carries out the instructions and tasks of the Rector and the Head of the Department related to the Department's activities.

#### **Article 5. Final Provisions**

5.1 The abolition of the Department's regulations, as well as the introduction of changes and additions, is carried out in accordance with the institution's charter and the procedures established by the legislation of Georgia.

5.2 The reorganization or liquidation of the Department is carried out according to the procedures established by the applicable legislation of Georgia.