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By Representative Council of Shota Meskhia State Teaching University of Zugdidi

The regulation of Human Resources Management Unit of Shota Meskhia State Teaching University of Zugdidi

Article 1. General provisions

1. Human Resources Management Office (afterwards Unite) of Shota Meskhia State Teaching University of Zugdidi (afterwards Teaching University) is the assistant structural unit of the teaching university.
2. The Unit is headed by applicable legislation and subordinate acts of Georgia, Teaching University regulations and following regulation.
3. The Unit is accountable to the Rector of Teaching University and head of Administration. Performs the duties imposed by the Rector and the Head of Administration by the law.

Article 2. The structure and management of Unit

1. The Teaching University provides the position of Head of Human Resources Unit according to the document about “Academic, Administrative, Assistant Personnel Staff and Payroll Fund”.
2. The Human Resources Unit is managed by the head, who is appointed and dismissed by the Rector of the Teaching University, by the recommendation of the Head of Administration.

Article 3. The functions and tasks of Unit

The functions and tasks of Unit are:

- A. Ensuring the management of human resource management at the goals of the Teaching University, the main directions and priorities of the activity;
- B. Promote and coordinate the introduction of modern methods of human resources management;

- C. Permanent perfection / development of human resources in the Teaching University and creation of modern system, working out and developing relevant programs for this purpose.
- D. Creation of database of Teaching University personnel;
- E. Analysis of stability, movement and fluctuation of the Teaching University personnel, identify the basic goals and trends and apply the appropriate proposals for the Teaching University management.
- F. Systemic and business cooperation with heads of educational and support structural units of the Teaching University staff management issues
- G. To carry out the Teaching University staff personal files, the lists of service and an employment record book, to get all the necessary information / systematized, create and update information base.
- H. Perform procedures in compliance with the requirements set by the legislation (such as: prepare / adoption documents on appointments, dismissals, working agreements, vacations, promotion of services and disciplinary liability and other different types of documents);
- I. Develop proposals in competence field;

Article 4. Duties of the Head of the Unit

- 1. The duties of the head of the department are
 - A. Managing, ordering, and maintaining personal files of staff according to the established rule.
 - B. Identification of the registration index and number of working agreements.
 - C. Establish current and total statistical reports of personnel employed in the Teaching University and supply to relevant structures in accordance with the rule.
 - D. Preparation of orders for personnel issues and submission to the intended purpose (such as: appointment, dismissal, transfer, awarding, disciplinary liability, vacation, etc.).
 - E. Prepare a schedule of vacations, working agreements and submission to the rector and head of administration.
 - F. Visaing documents within the competence.
 - G. Create and update data for academic, administrative and assistant staff.
 - H. Organize personnel training and take part in the process.

- I. Implementing functions within the competences according to the previous regulation, administrative / legal acts of Teaching University and Georgian legislation.
2. It is responsible for the preparation and maintaining of personnel files of Teaching University staff.
3. The head of the Unit is obliged to request the invited / appointed staff member to present the following documentation:
 - A. Personal statement;
 - B. Curriculum Vitae (CV) and one piece of photograph on 3x4;
 - C. Copy of diploma /s with notarial assertion;
 - D. Copy of the certificate /s
 - E. Employment record book (if the document exists)
 - F. Copy of ID card
4. In case of absence of the Head of the Department, his / her duties are executed by the Rector's administrative act

Article 5. Other rights and obligations

1. The head of the Unit is obliged:
 - A. Follow the Teaching University Regulations and Disciplinary Responsibility Standards;
 - B. Take care of Teaching University property and reputation;
 - C. Take care of documentation, do not allow their loss / damage;
 - D. To protect the confidential information available to him / her;
 - E. Provide requested information to the rector and head of administration or structural units in proper time;
 - F. To give the consultation properly and qualitatively;
 - G. To take part in university activities that is different from his / her activity stipulated in the official position;
 - H. Create a positive environment, follow the principle of ethics, collegiality and subordination;
 - I. Take care of everyday activities of the Teaching University;

- J. Announce monthly /annual reports and Unit action plan according to the accountability defined by the regulation;
- K. In order to facilitate the efficient use of internal mechanisms of quality assurance in the management process, collaborate with the Head of the Quality Assurance Office of the Study University in the process of preparing and conducting a survey questionnaire;
- L. Performing other tasks of the Rector and Head of Administration, which does not contradict the current legislation;
- M. Cooperate and provide appropriate assistance within the competence of the head of the Internal Audit Office, in the course of internal audit implementation, assessment of financial management and control system.
- N. Participate in identifying job risks and cooperate with the head of the administration while implementing the business process continuity plan, as a key element with a crucial role in the Teaching University's viability process.
- O. Take part in the formation of the budget in cooperation with the head of the administration within its competence. Require allocation of necessary resources from the head of the administration for the purpose of implementation / improvement of official duties.
- P. It is responsible for performing the functions defined by the regulation in compliance with the legislation.

Article 6. Reorganization and liquidation of the Unit

Reorganization and liquidation of the Unit is carried out in accordance with the applicable legislation in accordance with the rules established by the Representative Council of the Teaching University.

Article 7. The rule for making changes in the regulation and supplements

1. Changes and / or additions in regulations are made by the decision of the Representative Council.
2. The Regulation is valid immediately after the approval of the Representative Council, unless it is not specified otherwise.