

TAMAR JINCHVELADZE

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FEILDS OF SPCEIALIZATION

Human Resource Management: 10 years of executive experience; strategic HRM, HR practices (performance management, training & development, recruitment and selection, reward systems etc.), job analysis and competence design.

Management Skills: leadership, teamwork, negotiation, presentation, communication, delegation, prioritization, time management.

EDUCATION

2008 – 2009

Enschede, Netherlands

University of Twente

Master of Business Administration; track: Human Resource Management

Master project: Knowledge Management, HR Practices and Innovation

January 2003 - November 2003

Tbilisi, Georgia

Georgian Institute of Public Affairs

School of Public Administration

Master of Public Administration (MPA)

August 2000- May 2001

Scranton, PA, USA

University of Scranton

Major: Communications/Journalism

September 1997 - May 2002

Tbilisi, Georgia

Tbilisi State University of Language and Culture

Bachelor's Degree in Linguistics (English Language)

EXPERIENCE

Apr 2016 – present

Georgian Industrial Group (GIG)

Head of Training & Development Unit

- Participating in drafting HRM strategy for the organization;
- Defining policies for development of employees' skills and abilities as well as for general administrative processes;
- Formulating performance management programs (performance appraisal, reward & remuneration systems etc.);
- Generating HR practices for developing organizational culture and internal communication.

2015 – present

Ilia State University, Business School

Lecturer of Master Level, Human Resources Management (English & Georgian sectors)

2014 - present

Freelance Consultant/Trainer in HRM

Dec 2015 – Mar 2016

Ilia State University, Business School

Deputy Dean

2010 - 2015

Tbilisi, Georgia

Ministry of Justice of Georgia

Head of HRM Department

- Formulate HRM strategy, policy and procedures for the Ministry of Justice (MoJ), such as recruitment policy, performance management, bonus system, motivation system etc.;
- Manage formulation and development of HRM software;
- Manage day-to-day administrative processes and employees of HR Department;
- Raise initiatives for the advancement of internal regulations of central office of MoJ;
- Coordinate HR function within Legal Entities of Public Law (LEPL) of MoJ.

2006 – 2008

United Nations Development Program (UNDP); Governance Reform Programme, Capacity Building Fund

Tbilisi, Georgia

Program/HR Assistant

- Coordinating staff recruitment and performance appraisal procedures of the project personnel;
- Participating in monitoring and evaluation of program performance;
- Drafting project quarterly progress reports;
- Coordinating staff benefits program such as health/pension insurance system;
- Coordinating and instructing regularly all sub-project staff on respective program related issues.

2004 - 2006	Organization for Security and Cooperation (OSCE); Mission to Georgia
Tbilisi, Georgia	<i>General Services Assistant</i>
<ul style="list-style-type: none"> Delivering follow-up reports on Mission activities; Creating databases to facilitate searching and monitoring procedures; Acting as a focal point to organize Mission wide activities. 	
March-June 2004	Peace Corps Georgia
Tbilisi, Georgia	<i>Education Technical Assistant</i>
<ul style="list-style-type: none"> Participating in training management procedures; Presenting the structure of Georgia's Educational System,; Providing on site guidance to trainees in preparation of their lessons during practicum. 	
January – March 2004	Caucasus Academic Center (CAC)
Tbilisi, Georgia	<i>Lecturer</i>

PROFESSIONAL DEVELOPMENT COURSES

August, 2014	Training of Trainers (ToT) Professional Development Program (PDP), NATO, Georgia
February – March 2008	SMART Consulting <i>Selection of human resources through psychometric methods; Job analysis, defining competencies; performance appraisal</i>
September – October 2007	Maastricht School of Management <i>The MSM Executive Program in Management; Project Identification, Development and Management</i>
September 2006 – July 2007	Cambridge International College <i>Human Resource/Personnel Management</i>
August 2000	University of Pennsylvania <i>English Language Programs</i>
Pennsylvania, USA	
September 2005	Western Business Practice , organized by OSCE Mission to Georgia
Tbilisi, Georgia	
October 2003	Training Course in Developing Leadership , Team Building, Communication and Presentation Skills, conducted by ICCN (International Center on Conflict and Negotiation)
Tbilisi, Georgia	
August 2001	Effective Presentation Skills Training , organized by PA Consulting
Tbilisi, Georgia	

STUDY VISITS & CONFERENCES

USA, March, 2015	Leadership Development Program , HRM issues in Public/Private Entities
November, 2013	CIPD HR Conference
Manchester, UK	
October, 2013	Regulations and HR practices in public service
Warsaw, Poland	
April, 2012	HR system in the Law Firm 'Dewey & Lebow'
London, UK	
June, 2012	HR consultancy and specifications of consulting firm 'Deloitte'
Amsterdam, Rotterdam, Netherlands	
8-9 October, 2009	5th Workshop on visualizing, measuring and managing intangibles and intellectual capital
Dresden, Germany	1st International student conference on human resource management 2008
24-27 November, 2008	
Enschede, Netherlands	

LANGUAGES: Georgian (native), English & Russian (fluent), German & French (basic)

COMPUTER SKILLS: Computer Applications; Microsoft office, Microsoft project, outlook