

# TAMAR JINCHVELADZE

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## FIELDS OF SPECIALIZATION

People Management: more than 15 years of experience in HRM out of which 10 years in executive strategic HR practices (job analysis, performance management, training & development, talent acquisition, compensation systems etc.)

Strategic Management: leadership, macro management, integrity, delegation, time management, equity

Business Consultancy: communication, negotiation, presentation, engagement, team player

## EDUCATION

2008 – 2009 Enschede, Netherlands	<b>University of Twente</b> <i>Master of Business Administration; track: Human Resource Management</i> Master project: Knowledge Management, HR Practices and Innovation
January 2003 - November 2003 Tbilisi, Georgia	<b>Georgian Institute of Public Affairs</b> <b>School of Public Administration</b> <i>Master of Public Administration (MPA)</i>
August 2000- May 2001 Scranton, PA, USA	<b>University of Scranton</b> <i>Major: Communications/Journalism</i>
September 1997 - May 2002 Tbilisi, Georgia	<b>Tbilisi State University of Language and Culture</b> <i>Bachelor's Degree in Linguistics (English Language)</i>

## EXPERIENCE

2023 – present	<b>Iliia State University, School of Business, Technology and Education</b> <i>Head of BBA Program</i>
2019 – present	<b>IMPEX Ltd</b> <i>Director of Quality Assurance Department</i> <ul style="list-style-type: none"><li>Leading three units and three tracks (HR unit, Training &amp; Development unit, Quality unit, tracks: registration, complaints, mentoring)</li><li>Member of the Board of Directors, involved in strategic decisions</li></ul>
2015 – present	<b>Iliia State University, School of Business, Technology and Education</b> <i>Associate Professor</i> <i>Head of Management Studies</i>
2017 – present	<b>Shota Rustaveli National Science Foundation of Georgia</b> <i>Project Coordinator (research project – customer perception in public sector)</i>
2021 – 2022	<b>PWC Georgian</b> <i>HR Consultant</i>
2017 – 2019	<b>Brandor Consulting</b> <i>Senior HR Consultant</i> <ul style="list-style-type: none"><li>Targeting clients, project proposals, negotiation, doing the deal</li><li>Project planning, design, resourcing, control, communication with clients, delivery, assessment</li></ul>
2016 – 2018	<b>Georgian Industrial Group (GIG)</b> <i>Head of Human Resources Development Team</i> <ul style="list-style-type: none"><li>Draft and implement company's human capital development strategy, policies and procedures</li><li>Manage talent acquisition and development processes</li><li>Monitor implementation of mid-year and annual performance appraisal of employees</li></ul>
2015 – 2016	<b>Iliia State University, Business School</b> <i>Deputy Dean</i>
2010 – 2015 Tbilisi, Georgia	<b>Ministry of Justice of Georgia</b> <i>Head of HRM Department</i> <ul style="list-style-type: none"><li>Generate HRM strategy, policy and procedures for the Ministry of Justice (MoJ)</li><li>Manage concept formulation and development of HRM software</li><li>Coordinate HR function within Legal Entities of Public Law (LEPL) of MoJ (11 entities)</li></ul>
2006 – 2008	<b>United Nations Development Program (UNDP)</b> <b>Governance Reform Programme, Capacity Building Fund</b>

Tbilisi, Georgia	<i>Program/HR Assistant</i>
<ul style="list-style-type: none"> <li>▪ Coordinating staff recruitment and performance appraisal procedures of the project personnel</li> <li>▪ Participating in monitoring and evaluation of program performance</li> <li>▪ Coordinating staff benefits program such as health/pension insurance system</li> </ul>	
2004 – 2006	<b>Organization for Security and Cooperation (OSCE); Mission to Georgia</b>
Tbilisi, Georgia	<i>General Services Assistant</i>
<ul style="list-style-type: none"> <li>▪ Delivering follow-up reports on Mission activities</li> <li>▪ Creating databases to facilitate searching and monitoring procedures</li> </ul>	
March-June 2004	<b>Peace Corps Georgia</b>
Tbilisi, Georgia	<i>Education Technical Assistant</i>
<ul style="list-style-type: none"> <li>▪ Participating in training management procedures</li> <li>▪ Providing on site guidance to trainees in preparation of their lessons during practicum</li> </ul>	
January – March 2004	<b>Caucasus Academic Center (CAC)</b>
Tbilisi, Georgia	<i>Lecturer</i>

### PROFESSIONAL DEVELOPMENT COURSES

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

### STUDY VISITS & CONFERENCES

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

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

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