

Attachment 7

Approval: Governing Board of International Black Sea University
Resolution #03,
10/01/2024

International Black Sea University

Human Resources Management and Development Office

PROVISION

Tbilisi
2024

Article 1. General provisions

1.1. The present regulation defines the main goals and tasks, functions, duties, powers, management organization and structure of the main administrative structural unit of " International Black Sea University" LLC (hereinafter - the University) - Human Resources Management and Development Office (hereinafter - the Office); Functions and duties of the head of the service and employees.

1.2. The office is guided by international standards, on the basis of the legislation of Georgia, the statute of the university, this statute and other legal acts valid in the university.

1.3. The office is subordinate to the vice-rector in the administrative field, responsible and accountable to him\her.

1.4. The office is headed by a chief who is appointed and dismissed by the rector of the university;

1.5. The structure and staffing schedule of the Human Resources Management and Development Office is established by the head of the Human Resources Management and Development Office in agreement with the vice-rector in the field of administration, which is approved by the rector of the university;

Article 2. The main direction of the Human Resources Management and Development Office

2.1 The office, in accordance with the university's mission and strategic goals, develops and implements the university's personnel policy and strategy, staff training and development programs, employee motivation and incentive system, corporate culture policy and employee performance evaluation system.

Article 3. Functions of the office

3.1 The main functions of the office are:

3.1.1 Development of the staff policy of the university;

3.1.2 Ensuring the staffing of structural units of the university with highly qualified staff;

3.1.3. Creation of documents on HR procedures and regulations and their constant updating;

3.1.4 implementation of effective personnel policy, using appropriate technologies;

3.1.5. Development and implementation of staff training and development programs;

3.1.6. Organization of staff movement;

3.1.7 implementation of effective mechanisms for encouraging and motivating employees;

3.1.8 conflict, stress management: study and management of interpersonal and team relations, raising the quality of labor activity;

3.1.9 Forecasting current and future staffing requirements;

3.1.10 study and analysis of the labor market;

3.1.11 Processing application forms and selection interview scheme;

3.1.12 processing of professional tests together with a specialist of the field, direction and preparation of the final format of the test;

3.1.13 carrying out the procedure of adaptation of new employees to the working environment;

3.1.14 Acquaintance and monitoring of university policies, rules and procedures for employees;

- 3.1.15 signing/registration/storage of official documents (orders, letters, contracts) related to staff management at the appropriate level;
- 3.1.16 preparing a monthly report on the reporting and departure of employees;
- 3.1.17 Protection of the confidentiality of official documents of the university and personal data of employees;
- 3.1.18 establishing business contacts with external suppliers if necessary;
- 3.1.19 taking care of the formation of corporate culture by planning relevant activities;
- 3.1.20 evaluation of the work performed by the personnel and the results of their activities;
- 3.1.21 Production of staff office: in accordance with the labor legislation and the internal normative documents of the university, signing of admission, transfer and dismissal of personnel; consideration of incoming letters, statements and complaints on issues of work with personnel;
- 3.1.22 Creation of an electronic data base about personnel, its addition and filling in order to promptly provide necessary information to users;
- 3.1.23 production of staff files of university employees and documents containing them;
- 3.1.24 Production of staff documentation; Preparation of materials for staff incentives and rewards;
- 3.1.25 preparation of vacations, hospital sheets and other necessary documentation;
- 3.1.26 Signing business trips of university employees within the country and beyond;
- 3.1.27 preparation of orders and instructions related to personnel management and arrangement of relevant bases;
- 3.1.28 daily control of staff accounting of employees, in case of delay or absenteeism, reflecting the data in the database and preparing a monthly report;
- 3.1.29 preparation of reports on employment and salary data for employees in accordance with their request (together with accounting if necessary);
- 3.1.30 Development of a package of recommendations related to human resource management and development issues based on organizational research.
- 3.1.31 development of job analysis and job descriptions; Drafting of regulations of departments/office and official instructions of structural units;
- 3.1.32 Attracting and recruiting staff, developing and administering vacancy application forms.
- 3.1.33 career development, talent management, creation and implementation of motivation systems and their constant updating;
- 3.1.34 taking care of the loyalty of employees, taking care of increasing the branding of the employer;
- 3.1.35 Performing other tasks in the field of the Rector and Administration as assigned by the Vice-Rector.

Article 4. Rights and duties of the Human Resources Management and Development Office

4.1 The following rights are granted to the office for the smooth and qualified performance of its functions:

4.1.1. to raise the issue of determining the workplace/posting of staff, making a decision on remuneration, material incentives;

4.1.2 to raise the issue of the need for staff training;

4.1.3 to request information necessary for the management and development of human resources;

4.1.4 to check the correctness of the data about the personnel, or to request additional information;

4.1.5 to announce the competition and carry out staff selection;

4.1.6 to carry out the inspection of the fulfillment of obligations by the employees of the university;

4.1.7 to take care of raising the qualifications of employees;

4.1.8 to request the provision of material, financial and staff resources necessary for the performance of its functions with proper justification;

4.1.9 on the basis of proper justification, to raise the issue of making changes to the present provision.

4.2 In relation to the university administration and other structural units, the office has the following duties:

4.2.1 drawing up the work plan of the office;

4.2.2 execution of the orders, decrees and tasks received from the rector and from the vice-rector in the field of administration;

4.2.3 preparation of reports on the work performed with the established periodicity and form;

4.2.4 Full protection of the confidentiality of information related to the university in accordance with the legislation of Georgia and the rules established by the university;

4.2.5 Compliance with the requirements defined by the internal regulations of the university and the present regulation, systematic work of employees in order to comply with the mentioned requirements;

4.2.6 Carrying out other duties for the smooth operation of the office.

Article 5. Structure and management of the office:

5.1 The office includes:

5.1.1. Head of Human Resources Management and Development Office;

5.1.2. Manager of Human Resources Management and Development Office;

5.1.3. Assistant to the Head of Human Resources Management and Development Office.

5.2 The rector of the university appoints and dismisses the employee of the office in accordance with the rules established in the university.

5.3 The office is directly subordinate to the vice-rector in the field of administration and is accountable to him\her;

5.4 When hiring, you will submit additional qualification requirements for employees, if necessary, the rector will determine.

Article 6. Head of Human Resources Management and Development Office

6.1. The functions of the head of the office are:

6.1.1 Office management

6.1.2 in accordance with the mission, vision and strategic development plan of the university, developing the policy and office strategy for the management and development of human resources in the university;

6.1.3. determination and analysis of existing needs in terms of human resources;

6.1.4. supervision over the planning, management and organization of competition procedures;

6.1.5. ensure the availability of university policies, rules and regulations for employees, and orientation program for new employees;

6.1.5. preparation of orders on personnel issues;

6.1.6. preparing a monthly report on the arrival and departure of employees and presenting it to the management;

6.1.7. taking care of the formation of corporate culture and planning relevant activities;

6.1.7. participation in the authorization/accreditation process within the competence;

6.1.8. implementation, implementation and results management of the personnel performance evaluation system;

6.1.9. development of training and development programs for university personnel;

6.1.10 attestation of personnel and organization of staff movement;

6.1.11 defining the functions and rights and duties of employees, updating them periodically and reflecting them in the regulations;

6.1.12 preparation of work analysis of schools/departments/offices;

6.1.13 conducting a survey of organizational satisfaction of employees and developing a package of recommendations on human resources management and development issues based on the surveys;

6.1.14 determining the need for staff units according to structural units and subdivisions;

6.1.15 Preparation of a report on the activities of the Human Resources Management and Development Office;

6.1.16 Protection of the confidentiality of official documents of the university and personal data of employees;

6.1.17 establishing business contacts with partners;

6.1.18 Participation in the development of the payroll system;

6.1.19 Submitting proposals to the rector regarding organizational issues, encouraging employees of the office, imposing disciplinary responsibility on them;

6.1.20 Performing other functions-duties in order to fully and continuously implement the activity of the office.

6.1.22 to submit a report to the management board on the annual activities of the office;

6.1.23 to present the office in intra-university and foreign relations, to plan and manage the activities of the office for the effective operation of which he is responsible;

6.1.24 issue conclusions and sign official documents on behalf of the office;

6.1.25 to submit proposals to the rector regarding organizational issues, encouraging employees of the

office, imposing disciplinary responsibility on them;

6.1.26 to perform the tasks of the rector and the vice-rector in the field of administration and other tasks defined by this regulation;

6.1.27. participates in the authorization/accreditation process within the scope of competence;

6.2. The head of the office is obliged to rationally distribute the work to be performed among the administrative personnel under his authority and to control the quality of the performed work;

6.3. The head of the office is accountable in the field of administration to the vice-rector of the university, the governing board and the rector.

6.3. The functions and duties of the head of the office, in case of his\her absence, are performed by the employee of the office selected by him\her

6.4. Qualification requirements of the Head of Human Resources Management and Development Office:

6.4.1 Higher education - not less than a master's degree or an academic degree equivalent to it, in the direction of business administration or labor and organization or psychology; 6.4.2. At least 2 (two) years of experience working in a managerial position in a similar field;

Article 7. Manager of Human Resources Management and Development Office

7.1. The functions of the manager of the human resources management and development office are:

7.1.1 Participation in the determination of human resources needs and further planning;

7.1.2 Participation in the process of developing the strategy of the Human Resources Management and Development Office, taking into account the general strategy of the university;

7.1.3 announcing contests, reviewing received resumes, planning, conducting and organizing interviews/testing;

7.1.4 providing access to university policies, rules and regulations for employees, and familiarizing new employees with the orientation program;

7.1.5 Production of personal files and relevant documents;

7.1.6 participation in the authorization/accreditation process within the competence;

7.1.7 signing/registration/storage of official documents related to personnel management (orders, letters, notices) at the appropriate level;

7.1.8 Signing, maintaining/updating contracts with employees;

7.1.9 Ensuring the inclusion of employees in the corporate conditions for the organization and monitoring the progress (carrying out necessary measures for providing a corporate number; signing medical insurance; providing business cards and others);

7.1.10 management and organization of positional changes related to personnel;

7.1.11 dissemination of information about vacancies in the university;

7.1.12 preparation of documentation for business trips of employees and keeping the relevant order;

7.1.13 participating in defining the functions and rights and duties of employees and updating them accordingly and reflecting them in the regulations;

7.1.14 participation in the preparation of work analysis of the activities of schools/departments/offices

7.1.15 To participate in the introduction, implementation and management of the results of the personnel performance evaluation system;

- 7.1.16 preparing a monthly report on the arrival and departure of employees;
 - 7.1.17 Protection of the confidentiality of official documents of the university and personal data of employees;
 - 7.1.18 establishing business contacts with partners;
 - 7.1.19 Involvement and support in planned and ongoing projects at the International Black Sea International;
 - 7.1.20 Taking care of the formation of corporate culture by planning relevant activities.
- 7.2 A person with a higher education who has at least 1 (one) year of work experience is accepted for the position of manager of the Human Resources Management and Development Office.
- 7.3. The manager of the office is accountable to the head of the office.

Article 8. Assistant of Human Resources Management and Development Office

8.1. The functions of the Human Resources Management and Development Office Assistant are:

- 8.1.1 Assisting the office in creating documentation and organizing processes related to the appointment, dismissal, change of position, incentives, disciplinary responsibility, employee business trip/vacation, competition announcement and other procedures;
 - 8.1.2 Collection / production and periodic updating of personal files of employees;
 - 8.1.3 assistance in preparing official and salary reports for employees;
 - 8.1.4 Participating in the planning of the staff selection process (developing a job application, announcing contests; reviewing/selecting received resumes; planning and conducting testing/interviews; notifying contestants of decisions);
 - 8.1.5 coordination of orientation and administrative processes of resignation;
 - 8.1.6 Ensuring the inclusion of employees in the corporate conditions intended for the organization and monitoring the progress (carrying out necessary measures for providing with a corporate number; signing medical insurance; providing with business cards and others);
 - 8.1.7 Participation in the preparation of the monthly report on the reporting of staff to work;
 - 8.1.8 Involvement and support in planned and ongoing projects at the International Black Sea University;
 - 8.1.9 taking care of the formation of corporate culture by planning relevant activities;
 - 8.1.10 Implementation of other functions-duties related to human resources management and development activities.
 - 8.1.11 participates in the authorization/accreditation process within the scope of competence;
- 8.2. A person with a higher education or a graduate student is accepted for the position of assistant of the Human Resources Management and Development Office.
- 8.3. The office assistant is accountable to the head of the office.

Article 10. Final Provisions

- 10.1. This provision shall enter into force upon its approval by the Governing Board;
- 10.2. Amendments to this provision are made in accordance with the rules established by the

university;

10.3. Changes are reviewed and approved by the university's governing board.