

Ms. Manana M. Salukvadze

Gender: Female
Citizenship: Georgia
Date of Birth: 20.03.1962
Place of Birth: Moscow
Civil Status: Married



Employment / Institutions	Title: Projects' Executive Coordinator – Association "CIMS Consulting" (www.cims.ge)
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Summary	Since 1997 - ICTD & Governance Projects' Executive Coordinator in UNDP Georgia Country Office and CIMS Consulting
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Competency Mapping	<p>Democratic Governance</p> <ul style="list-style-type: none"> - Access to Information and Media - Decentralization and Local Governance - Public Administration and Civil Service Reform <p>ICTs for Development</p> <ul style="list-style-type: none"> - Capacity Building - Democratic Governance - ICT Policy Issues - Strategies <p>Project Management</p> <ul style="list-style-type: none"> - HR Management - Finance Management - Document Management
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Education	Degree	Subject	Institution	Year
	Master Degree in Economics	Master's Course in Public and Municipal Administration	Tbilisi State University	2001 - 2003
	B.Sc.	Spanish and English Languages Specialist Interpreter	Moscow State Institute of Foreign Languages, Faculty of Interpretation	1978 - 1983
	Student	Spanish Language and Literature	Havana State University, Cuba	1981 - 1982

Language skills From 1 to 5, where: 1 is basic pleasantries 2 is limited conversation 3 is professional dialogue 4 is non-native fluency 5 is native fluency	Language	Speaking	Reading	Writing
	English	5	5	5
	Georgian	5	5	5
	Spanish	5	5	5
	Russian	5	5	5
Computer skills	Microsoft Word Microsoft Excel Internet Explorer			

Professional experience	<p>Organization: Association "CIMS Consulting"</p> <p>Title: Projects' Executive Coordinator</p> <p>Country of work: Georgia</p> <p>Began: 2006</p> <p>Ended: up to date</p> <p>Address: Office 6, 94 Paliashvili st., Tbilisi, 0162, Georgia</p>
	<p>Organization: UNDP Georgia</p> <p>Title: Projects' Executive Coordinator/Projects' Manager (Democratic Governance Portfolio)</p> <p>Country of work: Georgia</p> <p>Began: 18.3.1997</p> <p>Ended: 31.12.2008</p> <p>Address: Office 6, 94 Paliashvili st., Tbilisi, 0162, Georgia</p> <p>Projects:</p> <ul style="list-style-type: none"> - GEO/96/005 "Improvement of Public Administration System for Development of Democratic Governance", - GEO/96/014 "Modernization of Program and Administrative Systems of Ministry of Foreign Affairs", - GEO/00/005 "Modernization of Financial System of Georgia: Phase 1", - 00031399 "ICTD Framework for Georgia", - 00041623 "Capacity Development of the Ministry of Justice in Georgia – Civil Registry Reform - Phase I" - 00041630 "Modernization of Financial System of Georgia - Phase II", - 00048350 "Assistance to State Treasury of Georgia" - 00012708 "Support for Democratic Governance in the Imereti Region of Georgia", - 00040297 "Strengthening Institutional Performance and Capacity for Public Sector Control", - 00036279 "Strengthening Effectiveness and Transparency of the Parliament of Georgia", - 00054725 " Strengthening Effectiveness and Transparency of the Parliament of Georgia Phase II" <p>Work description:</p> <ol style="list-style-type: none"> 1. Coordination of operational activities of the Projects between UNDP Georgia CO and the national counterparts in the Government of Georgia 2. Coordination of operational aspects between the UNDP Georgia CO, National Projects' Directors and National/International Consultants, advisors and experts. 3. Coordination of operational aspects between all the on-going projects, implemented by Democratic Governance/ICTD Portfolio Projects' Implementation Unit (GPIU) 4. Facilitation and coordination of the work of the GPIU projects' national/international consultants, advisors and experts;

5. Establishment and maintenance of collaborative relationships with counterparts in government, multi lateral and bi-lateral donor agencies and civil society.
6. Establishment, maintenance and utilization of a broad network of contacts to keep abreast of developments and to share information. Analysis and selection of materials for strengthening strategic alliances with partners and stakeholders
7. Action in accordance with UNDP values and accountability for actions taken. Demonstration of personal commitment to UNDP's mandate and to the organizational vision.
8. Maintenance of direct contacts with the UNDP Georgia CO and provision them with information about the projects' implementation processes. Delivery of oral and written information in a timely, effective and easily understood manner. Participation in programme/staff meetings and group discussions.
9. Maintenance of direct contacts with ECIS SURF (ICT Unit) in Bratislava and provision of requested information to them;
10. Maintenance of close collaboration with designers of National Information & Communication Infrastructure (NICI) policies and strategies for ECIS countries;
11. Carrying out general management of the Projects through Atlas (administrative, managerial, financial, etc.)
12. Periodic monitoring visits to the projects; supervision of on-time reporting by projects staffs;
13. Overall monitoring of projects' budget-related issues; Identification of constraints and resource deficiencies and provision of recommendations for corrective actions. Monitoring of projects expenditures and disbursements to ensure delivery is in line with approved project budgets and to realize targeted delivery levels.
14. Participation in planning and monitoring of the Projects' activities and Projects' Implementation Unit staff's work schedules.
15. Participation in preparation of projects' operational work plans, progress, annual and final reports and other documentation;
16. Participation in planning, leading and monitoring of Projects' training courses, workshops and seminars;
17. Provide organizational and technical support in arrangement of workshops in Georgia
18. Participation in preparation and organization of tenders envisaged by the Projects. Participation in tender evaluation commissions; Participation in purchasing of equipment and monitoring of its distribution;
19. Participation in publication of analytical, didactical and methodological materials, recommendations and proposals, manuals, user guides and instructions
20. Coordination and organization of events envisaged by the Projects.
21. Projects lobbying

	<p>22. Active participation in the formulation of new projects proposals ensuring substantive rigor in the design and application of proven successful approaches</p> <p>23. Provision of inputs to resource mobilization strategies</p> <p>24. Taking responsibility for personal learning and career development and seeking opportunities to learn through formal and informal means. Learning from others inside and outside the organization adopting best practices created by others. Dissemination of new knowledge.</p>
	<p>Organization: Tbilisi State University, Faculties of: Journalism, International Relations and International Law, Spanish Language and Literature Title: Lecturer Country of work: Georgia Began: 1.9.1987 Ended: 1.8.1997 Work description: Spanish language lecturer</p>
	<p>Organization: American Hawaii University of Hawaii (Tbilisi Campus) Title: Lecturer Country of work: Georgia Began: 1.9.1995 Ended: 1.2.1997 Work description: Spanish language lecturer</p>
	<p>Organization: Supreme Council of Scientific Investigations, Madrid Title: Researcher Country of work: Spain Began: 1.8.1996 Ended: 1.12.1996</p>
	<p>Organization: Georgian Spanish Joint Corporation "LIA" Title: Head of the International Relations Department Country of work: Georgia Began: 1.1.1993 Ended: 1.8.1996</p>
	<p>Organization: Tbilisi State Institute of Foreign Languages, Dep. of Simultaneous Interpretation Title: Spanish and English languages lecturer Country of work: Georgia Began: 1.9.1983 Ended: 1.8.1987</p>

Skills and Experience	UNDP Experience	
	Project formulation and design	Project monitoring / evaluation / reporting
	Programmes/Projects formulation, implementation, revision & management	Project Financial Management

Participation in Events	<ul style="list-style-type: none"> 2nd World Summit of Cities and Local Authorities on the
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(last 4 years)	Information Society – Bilbao, 8-11 November 2005 <ul style="list-style-type: none"> • Global Sub-practice Event on e-Governance Dakar, Senegal, 1 - 3 September, 2005 • Eastern Europe, Central Asia and Caucasus Forum on National E-Strategies and E-Governance Baku, Azerbaijan, November 5-8, 2003
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Certificated obtained	<ul style="list-style-type: none"> • Certificate of completion of training course in Ethics, May 2008 • Certificate of completion of training course in PRINCE2 (Projects in Controlled Environment) project management method, June 2006 • Programming for Results Management for Project Managers, certified by UNDP, May 2006 • Programming for Results Management for Project Assurance, certified by UNDP, May 2006 • UNDP course "The Gender Journey: Thinking outside the Box", June 2006 • UN course on the Prevention of Harassment, Sexual Harassment and Abuse of Authority in the Workplace, certified by UNDP, December 2005 • Basic HIV/AIDS Competence for UN Staff, December 2004 • Certificate of Completion of The Audit Training Workshop by VEGA Auditing and Consulting, Inc. May, 2002
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Publications: Please see the relevant web-resource on the corporate website - http://www.cims.ge

Editions:	Up to 100 scientific and didactical editions in the fields of Management, Governance, ICTD
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Additional activities:	<ul style="list-style-type: none"> ✓ Founder of CIMS Consulting ✓ Member of "Trans Caucasian Women Dialogue"
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