

**Mr. Michael Gvarjaladze**

**Gender:** Male  
**Citizenship:** Georgia  
**Date of Birth:** 22.07.1963  
**Place of Birth:** Tbilisi  
**Civil Status:** Married



<b>Employment / Institutions</b>	<b>UNDP Georgia</b>  <b>Title:</b> Projects' National Consultant in PR
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<b>Summary</b>	Since 2001 - ICTD & Governance Projects' Consultant in PR in UNDP Georgia Country Office
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<b>Competency Mapping</b>	<b>Public Relations</b> <ul style="list-style-type: none"><li>• Public Affairs;</li><li>• Image making;</li><li>• PR-Planning;</li><li>• Journalistic;</li><li>• Civil society analysis;</li><li>• Mass-media analysis;</li><li>• Preparation of special analytical reports</li></ul> <b>Economics</b> <ul style="list-style-type: none"><li>• Industrial economics;</li><li>• Planning &amp; Management of production</li></ul>
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<b>Education</b>	<b>Degree</b>	<b>Subject</b>	<b>Institution</b>	<b>Year</b>
	Certificate	Public Relations and Marketing Communications	PR Development Institute	2002
	M.Sc.in Economics	Industrial Economics	Tbilisi State University	1988 - 1991
	Postgraduate/Professional Qualification	Public Relations	Civil Engineering Ministry, Moscow Institute of Professional Qualification	1987
	B.Sc.	Civil Engineering	Georgian Technical University	1980 - 1985

<b>Language skills</b> <b>From 1 to 5, where:</b> <b>1 is basic pleasantries</b> <b>2 is limited conversation</b> <b>3 is professional dialogue</b> <b>4 is non-native fluency</b> <b>5 is native fluency</b>	<b>Language</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
	<b>Georgian</b>	5	5	5
	<b>Russian</b>	5	5	5
	<b>English</b>	2	3	3
<b>Computer skills</b>	MS Windows Microsoft Office Internet Explorer			

<b>Professional experience</b>	<p><b>Organization:</b> UNDP Georgia  <b>Title:</b> Projects' Consultant in PR (Democratic Governance / ICTD Portfolio)  <b>Country of work:</b> Georgia  <b>Began:</b> 01.09.2001  <b>Ended:</b> ...  <b>Address:</b> 11, Taktakishvili str., Tbilisi, Georgia  <b>Projects:</b>  <b>Completed:</b></p> <ul style="list-style-type: none"> <li>- GEO/00/005 "Modernization of Financial System of Georgia: Phase 1",</li> <li>- 00031399 "ICTD Framework for Georgia",</li> <li>- 00041623 "Capacity Development of the Ministry of Justice in Georgia – Civil Registry Reform Phase 1"</li> </ul> <p><b>On-going:</b></p> <ul style="list-style-type: none"> <li>- 00041630 "Modernization of Financial System of Georgia: Phase II",</li> <li>- 00012708 "Support for Democratic Governance in the Imereti Region of Georgia",</li> <li>- 00036279 "Strengthening Effectiveness and Transparency of the Parliament and Government of Georgia",</li> <li>- 00040297 "Strengthening Institutional Performance and Capacity for Public Sector Control"</li> </ul> <p><b>Work description:</b></p> <ol style="list-style-type: none"> <li>1. Civil society and mass-media researching and analysis; Special Internet Web-sites analysis; Preparation of special analytical reports;</li> <li>2. Professional contacts with the state institutions PR-Departments, also with Georgian mass-media;</li> <li>3. Support on rationalization of intrainstitutional procedures of public relations; Support on supervision, coordination and implementation of PR-activities in the state institutions;</li> <li>4. Taking part in detailed study and analysis of PR provision and support of Georgian state institutions; Sample survey, preparation of analysis and recommendations;</li> <li>5. Planning PR-campaignes;</li> <li>6. Image making of state institutions;</li> <li>7. Preparation, development and implementation of <i>Project Special PR-Modules of Information and Administration System</i> of the State Institutions;</li> <li>8. Planning and organizing of training courses in the fields of responsibility;</li> </ol>
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	<p>9. Preparation of analytical, didactical and methodological materials, recommendations and proposals, manuals, user guides and instructions;</p> <p>10. Participation in planning of work schedule and in preparation of official and progress reports and other Project documentation</p>
	<p><b>Organization:</b> Georgian TV&amp;Radio Corp., Information Agency "Contact"  <b>Title:</b> Deputy Head  <b>Country of work:</b> Georgia  <b>Began:</b> 12.1993  <b>Ended:</b> 8.2001</p>
	<p><b>Organization:</b> Industrial-Commercial Co. "Innovation"  <b>Title:</b> Director in Economics &amp; PR  <b>Country of work:</b> Georgia  <b>Began:</b> 1.1993  <b>Ended:</b> 12.1993</p>
	<p><b>Organization:</b> Marneuli Industrial Co., Financial-planning economical Department  <b>Title:</b> Head of the Dept.  <b>Country of work:</b> Georgia  <b>Began:</b> 1.1992  <b>Ended:</b> 1.1993</p>
	<p><b>Organization:</b> Row Materials Industry Ministry of Georgia, "Sakaramadneuli" Co.  <b>Title:</b> Senior Engineer-economist  <b>Country of work:</b> Georgia  <b>Began:</b> 2.1986  <b>Ended:</b> 1.1989</p>
	<p><b>Organization:</b> Civil Engineering Ministry of Georgia, Civil Construction Co.  <b>Title:</b> Engineer-economist  <b>Country of work:</b> Georgia  <b>Began:</b> 9.1985  <b>Ended:</b> 2.1986</p>

<p><b>Skills and Experience - UNDP Experience</b></p>	<p>Skills relevant to UNDP Programme cycle</p>
	<ul style="list-style-type: none"> <li>• Needs Assessment;</li> <li>• Programmes/Projects Formulation;</li> <li>• Project Documents Design/Drafting;</li> <li>• Programmes/Projects Implementation;</li> <li>• Progress/Annual/Final Reporting;</li> <li>• Experience sharing and knowledge management</li> </ul>

<p><b>Publications:</b>  <a href="http://www.cims.ge/DinamicPage.aspx?lang=EN&amp;cmd=page&amp;rootid=163&amp;pageid=125">http://www.cims.ge/DinamicPage.aspx?lang=EN&amp;cmd=page&amp;rootid=163&amp;pageid=125</a></p>
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