


Ms. Giorgi Aphridonidze	
Gender: Male Citizenship: Georgia Date of Birth: 23.01.1961 Place of Birth: Kutaisi Civil Status: Married	

Employment / Institutions	UNDP Georgia Title: Project Consultant (Imereti Regional project)
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Summary	Since 2002 - Imereti Regional project consultant – regional coordinator
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Competency Mapping	Regional governance decentralization and democratization; Public management; Human resources management; Document management; Industry economics; Industry management
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Education	Degree	Subject	Institution	Year
	B.Sc	Engineer	Kutaisi Technical University	1979 – 1984

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	3	4	3
	Georgian	5	5	5
	Russian	5	5	5
Computer skills	Microsoft Windows Microsoft office Internet Explorer			

Professional experience	Organization: UNDP Georgia Title: Project Consultant in Web development Country of work: Georgia Began: 15.09.2002 : ...
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Address: 3, Rustaveli av. Kutaisi , Georgia

Project:

- 00012708 "Support for Democratic Governance in the Imereti Region of Georgia",
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Work description:

Local Consultants and Assistants Team leading; Local Team's activities planning, monitoring and management;

Project's Office activities planning and monitoring;

Analysis and preparation of recommendations for development of good governance, decentralization and democratization of public administration, for development of planning and management of the Imereti Regional Administration activities;

Participation in development of Imereti Regional Administration *Management Center*;

Analysis and preparation of recommendations for development of interinstitutional procedures of planning, management, coordination, implementation and control in the Imereti Regional Administration and governmental agencies;

Analysis and preparation of recommendations for rationalization of interinstitutional operations among the Imereti Region districts' local governments;

Analysis and preparation of recommendations for development of Imereti Regional Administration Public Relations;

Development and implementation of *MIS*;

Planning, leading and monitoring of Project training courses;

Support on rationalization of interinstitutional procedures of planning, management, supervision, coordination, implementation and control in the Imereti Regional Administration and governmental agencies;

Analysis and preparation of recommendations for rationalization of interinstitutional operations among the Imereti Region districts' local governments;

Taking part in detailed study and analysis of informational provision and support of Georgian local and regional governance;

Taking part in the process of rationalization of document flow/management within the Imereti Regional Administration;

Taking part in the process of modernization of the Imereti Regional Administrations work places planning, management, coordination and control procedures, integration and interconnection of main directions of rationalization of management and administration procedures;

Analysis, organization, coordination and management of personnel management procedures, such as personnel recruitment, competition, selection, motivation, career management, job descriptions, performance evaluation etc;

Planning and organizing of training courses in the fields of responsibility;

Preparation of analytical, didactical and methodological recommendations and proposals, manuals, user guides and instructions;

Taking part in preparation, design, implementation and recognition of informational, analytical and reference cards, classifiers' groups, special software forms for the Project Systems and Modules;

	<p>Participation in preparation of official and progress reports and other Project documentation;</p> <p>Job duties and responsibilities aren't limited by mentioned above. Creativeness and original approaches are especially important.</p>
	<p>Organization: Kutaisi Engineering Institute Title: Vice-Rector of Kutaisi Engineering Institute, Head of Human Resources Department Country of work: Georgia Began: 01.01.1999 Ended: present Work description:</p>
	<p>Organization: Kutaisi Electro-mechanical Factory Title: Vice-Director, Human Resources Department Country of work: Georgia Began: 01.08.1990 Ended: 01.01.1999 Work description:</p>
	<p>Organization: Kutaisi Light Industry Factory Title: Chief of Personnel Management Department Country of work: Georgia Began: 01.11.1986 Ended: 01.08.1990 Work description:</p>
	<p>Organization: Batumi Light Industry Factory Title: Shop superintendent Country of work: Georgia Began: 01.05.1984 Ended: 01.11.1986 Work description:</p>

Skills and Experience	Project mid-term review and assessment	Cooperation With Governmental structures and project implementation
	Project monitoring and evaluation *	

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