

Mr. Khvicha Doghonadze

Gender: Male
Citizenship: Georgia
Date of Birth: 06.12.1964
Place of Birth: Kutaisi
Civil Status: Married



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| Employment / Institutions | UNDP Georgia Title: Consultant in Document Management/Intra-Inter-institutional Relation |
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| Summary | Since 2004 - Consultant in Document Management/Intra-Inter-institutional Relation |
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| Competency Mapping | <ul style="list-style-type: none"> • Public administration and management • Regional and local governance decentralization and democratization • Interinstitutional management • personnel management • Organization of training courses • Document Management |
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| Education | Degree | Subject | Institution | Year |
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| | Lawyer | Faculty of law | Kutaisi University for Law and Economics on | 1993-1997 |
| | Engineer | Machine-Building Faculty | Kutaisi State Polytechnic Institute | 1981-1989 |

| Language skills | Language | Speaking | Reading | Writing |
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| 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 | English | 3 | 3 | 3 |
| | Georgian | 5 | 5 | 5 |
| | Russian | 5 | 5 | 5 |
| Computer skills | Microsoft Word Microsoft Excel Internet Explorer | | | |

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| Professional experience | <p>Organization: UNDP Georgia Title: Consultant in Document Management/Intra-Inter-institutional Relation Country of work: Georgia Began: 01.06.2004 Ended: ... Address: 18,Rustaveli str., Kutaisi, Georgia</p> <p>Work description: 1. Development of good governance, decentralization and democratization of public administration and management of the Imereti Regional Administration activities; 2. Rationalization of intra/inter-institutional procedures in the Imereti Regional Administration and governmental agencies; 3. Analysis and preparation of recommendations for rationalization of inter-institutional operations among the Imereti Region's 12 districts' local governments; 4. Rationalization of document flow/management within the Imereti Regional Administration, among the governmental agencies and Imereti Region's 12 districts' local governments; 5. Organizing and carrying out of training courses in the fields of responsibility; 6. Preparation of analytical, didactical and methodological recommendations and proposals, manuals, user's guides and instructions; 7. Participation in preparation of official and progress reports and other Project Documentation; 8. Job duties and responsibilities aren't limited by mentioned above. Creativeness and original approaches are especially important.</p> |
| | <p>Organization: Kutaisi Mayor's Office Title: Head of the Document Flow & Monitoring Unit Country of work: Georgia Began: 1.06.2003 Ended: 1.06.2004</p> |
| | <p>Organization: Office of the State Attorney of the President of Georgia in the Imereti Region Title: Head of the Control Service Country of work: Georgia Began: 21.10.1991 Ended: 30.05.2003</p> |
| | <p>Organization: Georgian-British joint venture "Kolkhiko" Title: Consultant Country of work: Georgia Began: 1.09.1999 Ended: 10.10.2001</p> |
| | <p>Organization: Consulting Bureau for Legal Acts and Economy Title: Head of Division of the Investments, Credits and Field Programs Country of work: Georgia Began: 1.08.1997 Ended: 9.06.1999</p> |

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| | <p>Organization: Kutaisi Main Regional Department for Trade and Foreign Economic Relations</p> <p>Title: Head of Division of the Investments, Credits and Field Programs</p> <p>Country of work: Georgia</p> <p>Began: 1.01.1997</p> <p>Ended: 1.07.1997</p> |
| | <p>Organization: Kutaisi Mayor's Office</p> <p>Title: Adviser on issues of cooperation with civil organizations</p> <p>Country of work: Georgia</p> <p>Began: 1.06.1993</p> <p>Ended: 1.02.1995</p> |
| | <p>Organization: Georgian-Czech joint venture</p> <p>Title: Lawyer</p> <p>Country of work: Georgia</p> <p>Began: 14.12.1992</p> <p>Ended: 1.03.1993</p> |
| | <p>Organization: Kutaisi Polytechnic Institute</p> <p>Title: Manager of the Students' Arts Theater</p> <p>Country of work: Georgia</p> <p>Began: 5.10.1991</p> <p>Ended: 12.11.1992</p> |
| | <p>Organization: Kutaisi Automobile Plant</p> <p>Title: Engineer</p> <p>Country of work: Georgia</p> <p>Began: 1.8.1989</p> <p>Ended: 1.7.1990</p> |

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| Awards received | <p>Certificate of completion AED and GEPA Business Training Course, arranged by USAID, Georgia, Kutaisi / Poland , Krakow</p> <p>Certificates of completion of advance computer skills & document management training sessions, arranged by EC/TACIS & UNDP programmes</p> |
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| <p>Address: 7/22 Avtomshenebli str. Kutaisi, Georgia</p> <p>Tel: (995331) 77464</p> <p>e-mail: audit@imereti.ge</p> <p>Web site: www.imereti.ge . www.cims.ge</p> |
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