

Conditions of the Competition for Selecting the Election Administration of Georgia trainers

from March 1, 2016, the Center of Electoral Systems Development, Reforms and Training, LEPL, as part of the joint project with the Central Election Commission of Georgia -- Society and Elections, is announcing a competition for selecting Election Administration Trainers, for implementing the cycle of Civic Education Programs with the focus on Elections.

At the first stage it is envisaged to implement awareness raising and training course -- Elections and Young Voters -- as part of the Mutual Cooperation Memorandum with the Ministry of Education and Sciences of Georgia, for 11th-12th grade students of public schools of ethnic minority and high mountainous municipalities. The Concept of the mentioned course can be viewed at:

http://electionreforms.ge/files/article_attachments/kon_1162015.pdf

Vacancies:

Awareness raising and Training Course Elections and Young Voters Implementation Period: 04.04.2016 – 06.05.2016				
N	Region	Municipality	# of Schools	Vacancy (Vacancies)
1	Kvemo Kartli	Gardabani	3	1
		Dmanisi	2	1
		Rustavi	3	1
		Tsalka	3	1
		Marneuli	6	2
		Bolnisi	3	1
		Tetritskaro	2	1
2	Mtskheta-Mtianeti	Mtskheta	2	1
3	Samtskhe-Javakheti	Akhalkalaki	5	2
		Aklaltsikhe	3	1
		Ninotsminda	3	1
4	Racha-Lechkhumi and Kvemo Svaneti	Ambrolauri	3	1
		Lentekhi	2	1
		Oni	2	1
		Tsageri	3	1
5	Samegrelo-Zemo Svaneti	Mestia	4	1
6	Kakheti	Lagodekhi	2	1
		Telavi	3	1
		Sagarejo	3	1
7	Ajara	Keda	4	1
		Shuakhevi	6	2
		Khulo	8	2

Attention!

- ▶ An applicant may apply only for a single vacancy (by indicating a relevant municipality). In case of violation of the mentioned condition, documentation submitted by an applicant will not be reviewed.
- ▶ If necessary, the Commission is authorized to offer to an applicant, subject to an applicant’s consent, implementation of trainer’s activity in another area instead of the municipality indicated in his/her application.

Competition program:

- a) The Constitution of Georgia;
- b) The Organic Law of Georgia The Election Code of Georgia.

Required qualifications:

Mandatory:

- a) higher education;
- b) computer program skills (MS Office Word, MS Office Excel, MS Office Powerpoint, Web Services (the Internet);
- c) skills of verbal communication of information, logical thinking and communication skills.

Desirable:

- a) experience of working as a trainer and/or teacher;
- b) experience of working at the Election administration and/or other practical experience in the electoral field;
- c) certificate of an election Administration Officer;
- d) BRIDGE certificate in electoral field;
- e) ethnic minority languages skills (for providing training at ethnic minority region).

Competition documentation to be submitted:

Mandatory:

- a) application for participation in a competition (according to the table):

Application				
Applicant’s first name and last name:	Address:	Telephone:	E-mail:	Vacancy an Applicant is applying for (Just one municipality should be indicated)

- b) copy of an identification card of a citizen of Georgia;
- c) CV;
- d) copy of a diploma;
- e) color photo size 3X4.

Desirable:

Other documentation that evidences the relevance of an applicant for desirable required qualifications.

Attention!

- ▶ Competition documentation should be submitted from March 1 through March 10, 2016, electronically, to the following e-mail: centre@electionreforms.ge;
- ▶ Competition documentation that is incomplete and/or filed late will not be considered.

Competition form:

- a) selection of applicants who have been included in the Election Administration Unified Database of Trainers will take place only based on the evaluation of competition documentation submitted by them;
- b) selection of applicants who are not included in the unified database of trainers of the Election Administration will be effected in two stages: based on 1) evaluation of competition documentation submitted by them and 2) based on interviews with short-listed candidates.

Attention!

An individual selected following a competition, over the period of implementing trainer's activity, should be independent, conscientious and impartial. Trainer shall refrain from such action that may be perceived as an action in support/against any party. The breach of the mentioned requirement will result in termination of an agreement with such trainer.

Competition schedule:

- ▶ Competition announcement: March 1, 2016;
- ▶ Timeframe for submitting competition documentation: March 1 through March 10, 2016;
- ▶ Review of competition documentation: March 14-21, 2016;
- ▶ Interview: March 23-25, 2016;
- ▶ Competition results: March 25, 2016.

Note:

- ▶ Applicants will be notified about competition results via e-mail to their e-mail address. Information about selected candidates will also be posted on the official website of the Training Center: www.electionreforms.ge
- ▶ The trainers selected following the competition will undergo a preparatory course prior to the implementation of the training course. The period of implementation of this preparatory course is March 28-30, 2016 (taking the course is mandatory. This course will be held in Tbilisi, travel costs associated for participating in the course will be borne by a participant).
- ▶ Candidates selected based on competition will be enrolled in the Election Administration trainers' base or a reserve list and the Center of Electoral Systems Development, Reforms and Training, LEPL may also use the mentioned human resources for the implementation of other awareness-raising and training programs.