

Conditions of the Competition for Selecting Election Administration of Georgia Trainers

from June 27, 2016, the Center of Electoral Systems Development, Reforms and Training, LEPL, is announcing competition for the selection of Election Administration Trainers who will be in charge of performing the following activities for the Parliament of Georgia October 8, 2016 Elections:

- a) organize the delivery of training course in electoral legislation to electoral administration employees (members of district/precinct election commissions);
- b) deliver a training course in electoral legislation to the electoral administration employees;
- c) submit report on performed activities to the Training Center.

Vacancies:

Majoritarian election district	Training implementation scope	Vacancy for trainers
N1 - 22 *	Tbilisi – Martkopi	12
N23	Sagarejo Municipality	1
N24	Gurjaani Municipality	2
N27	Telavi city, Telavi and Kvareli Municipalities	1
N28	Akhmeta and Telavi Municipalities	2
N29-30*	Rustavi city Municipality	1
N33	Bolnisi Municipality	1
N34	Tsalka, Dmanisi and Bolnisi Municipalities	3
N35-36*	Marneuli Municipality	1
N38	Dusheti, Tianeti and Kazbegi Municipalities	2
N39	Kaspi and Gori Municipalities	2
N40	Kareli and Gori Municipalities	2
N41-42*	Gori city and Gori Municipalities	1
N43	Khashuri Municipality	1
N47-49*	Kutaisi City and Terjola Municipalities	3
N50	Tkibuli and Terjola Municipalities	1
N51	Kharagauli, Bagdati and Zestaponi Municipalities	2
N53	Sachkhere Municipality	1
N54	Vani and Khoni Municipalities	1
N55	Samtredia Municipality	2
N56	Chiatura Municipality	2
N57	Tskaltubo Municipality	2
N59	Ozurgeti City and Ozurgeti Municipalities	1
N60	Lanchkhuti, Chokhatauri and Ozurgeti Municipalities	1
N61	Poti city, Lanchkhuti and Ozurgeti Municipalities	1
N67	Tsalenjikha and Chkhorotsku Municipalities	1
N68-71*	Batumi city and Kobuleti Municipalities	3
N72	Khelvachauri and Keda Municipalities	1
		54

Attention!

▶ Applicants are authorized to apply for a vacancy only for a single majoritarian district (for the purposes of the competition, majoritarian election districts marked with “*” sign are treated as a one majoritarian election district). Documentation submitted by applicants in violation of the mentioned condition will not be considered.

▶ Detailed information about the scope of trainer’s activities, considering the boundaries of majoritarian election districts, can be accessed on:

<http://www.cesko.ge/ge/saarchevno-administracia-2-ge/samartlebrivi-aqtebi-27-ge/gankargulebebi-42-ge/gankarguleba-1612016-31032016.page>

▶ If necessary, the Commission is authorized to offer a competitor, based on his/her consent, the implementation of trainer’s activities in another area, instead of a majoritarian election district indicated in the application.

Competition programme:

- a) The Constitution of Georgia
- b) The Organic Law of Georgia Electoral 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 relating information, logical thinking and communication skills.

Desired:

- a) experience of working as a trainer and/or a teacher;
- b) other practical experience of working at electoral administration and/or in elections field;
- c) certificate of an election administration officer;
- d) BRIDGE certificate in the electoral field;
- e) knowledge of ethnic minority languages (to ensure provision of training in ethnic minorities regions).

Competition documentation to be submitted:

Mandatory:

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

Application				
Applicant's name, last name	Address:	Telephone:	E-mail:	Vacancy being applied to (it is mandatory to indicate a single majoritarian election district only)

- b) Citizen of Georgia identity card copy;
- c) CV;
- d) copy of a diploma;
- e) color photo 3X4.

Desired:

Other documentation confirming the compliance of an applicant with desired required qualifications.

Attention!

- ▶ Competition documentation will be accepted from June 28, 2016 through July 4, electronically, on the following address: centre@electionreforms.ge;
- ▶ Incomplete competition documentation and/or late submissions will not be reviewed.

Competition format:

The selection of applicants will be performed in two stages: 1) based on evaluation of competition documentation submitted by them and 2) based on interviews with short-listed candidates.

Attention!

An individual selected as a result of the Competition, throughout the period of implementation of a trainer's activities, should be independent, conscientious and impartial. Trainers shall avoid any such action that may be perceived as an action in favor/against some party. The breach of the mentioned requirement will be subject to the termination of a contract with the trainer.

Competition schedule:

- ▶ Competition announcement: June 27, 2016;
- ▶ Timeframe for the submission of competition documentation: from June 28 through July 4, 2016;;
- ▶ Interview: July 23-August 4, 2016;
- ▶ Competition results: August 8, 2016.

Note:

Applicants will be notified about the outcomes of the competition by means of a notice to their e-mail address. Information about selected candidates will also be posted on the official website of the Training Center: www.electionreforms.ge