

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER TSU01

INFORMATION OF THE HOST UNIVERSITY

Name of institution	Ivane Javakhishvili Tbilisi State University.
Address	1, Ilia Tchavtchavadze avenue, 0179 Tbilisi, Georgia.
Telephone	00995322221103.
Web	www.tsu.ge .
Short description	Ivane Javakhishvili Tbilisi State University (TSU) is the first national university in Georgia and the first higher education institution in the South Caucasus region. It established formal education in the country, created the local intellectual workforce and paved the way for human development and democracy. For over 100 years, TSU has granted degrees to men and women and promoted the ideals of equality, justice and progress.

INFORMATION OF THE PLACEMENT OFFER

Department	Department of Foreign Relations.
Description of activities	Participate in the daily works of the department, including but not limited to: <ul style="list-style-type: none"> • Organizing international conferences, seasonal schools, international staff week, etc.; • Hosting foreign delegations from partner HEI's; • Providing logistical support to the incoming foreign students; • Preparing DFR's promo-materials (such as: info sheet, leaflet, student guide); • Updating info on the international profile section of the university's webpage.
Working languages	English.
Working place	1, Ilia Tchavtchavadze avenue, 0179 Tbilisi, Georgia - Room 101.
Mobility period	To be agreed with the candidate.
Length	10 working days.
Daily working hours	8 hours.
No. of placements	1.

CURRICULAR PROFILE OF THE CANDIDATE

Academic title	Master.
Required experience	Previous work experience in the international office or related unit within a higher education setting is required.
Required skills	<ul style="list-style-type: none"> • English proficiency to the minimum of C1 level.

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	<ul style="list-style-type: none">• Understanding of the role of internationalization in the university advancement.• Team working, problem-solving, critical thinking, time management, adaptability, communication skills.
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