

## **Executive Director of National Center for ADR**

Provided by: **Tbilisi State University**

Published: **Aug 7/ Deadline: Sep 7**

**Ivane Javakhishvili Tbilisi State University (TSU)** is pleased to announce a vacancy for the position of **Executive Director of National Center for ADR**.

The National Center for ADR (NCADR) is a long-term project being developed jointly by the Faculty of Law of the Ivane Javakhishvili Tbilisi State University (<http://www.law.tsu.edu.ge>), South Texas College of Law (USA) (<http://www.stcl.edu>) and the US Agency for International Development's Judicial Independence and Legal Empowerment Project (JILEP), implemented by the East-West Management Institute, Inc. (EWMI) (<http://www.ewmi-jilep.org>).

The mission of the NCADR is to serve Georgian law students, law professors, practicing lawyers, and other members of the Georgian legal community, and to contribute to the development of Georgian society. The NCADR will do so by fostering dispute resolution law and practice in Georgia through education, research and service and to enhance practical, clinical and legal skills that develop critical legal thinking. The NCADR will accomplish its mission through educating all members of the legal community, all Georgian law students, and society at large in both the theoretical foundations and practical applications of dispute resolution policies and procedures, by advancing legal education throughout Georgia and by promoting dispute resolution policy and practice for the benefit of Georgian society. By identifying and implementing best practices, the NCADR strives to be a model national center.

### Job description:

The Executive Director of the National Center for ADR (NCADR), in cooperation with the NCADR's Academic Director(s), is accountable and reports to the Board of Directors of the NCADR. The Executive Director is primarily responsible to provide management and leadership necessary to ensure the effective day-to-day operation of the NCADR. Furthermore, the Executive Director identifies growth and development opportunities for the NCADR and manages the implementation of these opportunities. The Executive Director provides all necessary support to the faculty, researchers, students and the Faculty of Law staff, and collaborates with the Academic Director(s) to ensure the proper management and implementation of all NCADR projects.

### Main duties and responsibilities:

- \*\* Day-to-day management of the NCADR to ensure its on-going development, viability and financial sustainability
- \*\* Development and management of all educational programs and research projects of the NCADR in close collaboration with the Academic Director(s)
- \*\* Management of the NCADR's public outreach and fundraising activities, including but not limited to identification of resources needed, research of possible funding sources, grant writing and donor-relations management
- \*\* Management of the budgeting process, including planning, control and reporting
- \*\* Management of the procurement process, including planning, coordinating and reporting
- \*\* In collaboration with the PR and Marketing Manager of the University, ensuring that the NCADR and its activities - i.e. its mission, programs, projects and services - are promoted within the community in a manner appropriate for a national center and continuing to be seen as a positive benefit to the Faculty of Law and TSU, Georgian society and all relevant stakeholders
- \*\* Coordination and management of the recruitment process, as needed
- \*\* Coordination and management of travel, logistics and related activities of the NCADR staff and visiting

researchers

\*\* Supervision of the development and upkeep of the NCADR website, its social media sites and their content.

**Knowledge and qualification:**

\*\* Higher education – a master's level degree in law

\*\* Three years of managerial working experience in academic institutions

\*\* Awareness of the legal services and legal education environment in Georgia

\*\* Experience in working in a professional environment or in a position with similar demands

\*\* Computer literacy - Microsoft Word, Excel, PowerPoint, basic knowledge in websites and social media (e.g. Facebook).

**Skills/Abilities:**

\*\* Ability to handle multiple tasks and work under pressure, including the ability to effectively prioritize tasks

\*\* Excellent interpersonal skills

\*\* A demonstrated record of success in the start-up and initial development of an organization, business or project, including the ability to meet goals and operate effectively with a minimum of supervision

\*\* Developed financial and budgeting skills

\*\* Excellent planning and organizational skills

\*\* Excellent communication skills, with written and spoken English and Georgian language fluency.

**Application procedure:**

\*\* Candidates to be interviewed will be selected based upon their CV and application package

\*\* Only short-listed candidates will be invited to a personal interview

\*\* Only short-listed candidates will be asked to provide copy(ies) of diploma(s) confirming the completed education.

**Application information:**

\*\* CV in English

\*\* Letter of motivation in English

\*\* Contact information for three references (references to include professional and personal references).

Interested candidates should send their CV and application package to: [apply.NCADR@tsu.ge](mailto:apply.NCADR@tsu.ge) no later than **7 September, 2012**. Please mention "Executive Director, NCADR" in the subject line.

Interviews for short-listed candidates will be scheduled in September.

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