



# Civil Service Bureau

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## *Recruitment in Civil Service in Georgia*

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# New Legislation

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Recruitment in Civil Service is regulated under the new Law on Civil Service

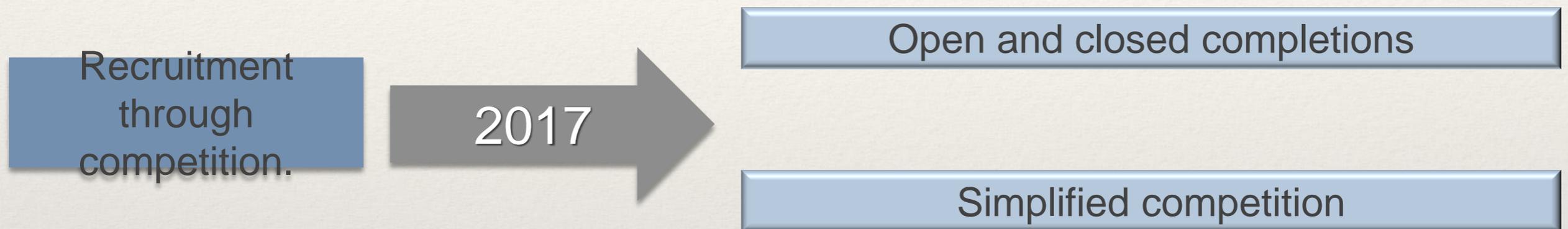
## **Article 11. Merit-based Civil Service**

Employment, promotion and other decisions related to the career development of a professional civil servant shall be impartial and based on the competencies of the professional civil servant and a fair and transparent evaluation of his/her performance aiming at selection of the best candidate.

## **Article 13. Equal Entry Opportunities in the Civil Service**

Every citizen of Georgia shall have equal entry opportunities based on their skills, qualifications and professional knowledge.

# Types of Competitions



- Career-based civil service
- Merit-based civil service
- Retain institutional memory in civil service
- Retain qualified personnel
- Increased level of motivation
- Uniform civil service
- Equal employment opportunities



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# Requirements of civil servants

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## **Basic requirements:**

- To know the official language;
- Be in the age of 18;
- To hold the civil servant's certificate

## **Special and additional qualification requirements:**

- *Special* requirements are established for each hierarchical rank of civil servants position, which determine the knowledge, qualification and experience necessary for the given rank;
- *Additional* qualification requirements are established by the heads of public institutions in agreement with the Bureau, taking into account the specific nature of and job description of each position.

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# Civil Servant's certificate

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***Civil servant's certificate*** is a document certifying the general aptitude and knowledge necessary for applicants seeking recruitment for an civil servants position in public service, which is issued after successfully passing the certification.

## **Who are not required to have a certificate:**

- civil servants;
- former civil servants;
- A person with a higher education;
- A person who successfully passed the unified national exams.



- Any legally competent citizen of Georgia who has attained the age of 18 and received a secondary education may participate in the certification.
- The validity of civil servants certificate is 5 years.
- If a person holding the civil servants certificate is appointed to an officer position within the validity period, the certificate will have no time limit.

# Vacant Position

Competition is announced for the vacant civil service position

Support and non-staff employees are recruited through simplified procedures

2017

Vacant position in civil service

- Competition is mandatory in civil service
- Increased competitiveness
- Attracting qualified personnel for all positions
- Uniform approach
- Smooth and effective operation of civil service



Staff member positions – open and closed competitions

Contracted position – simplified competition

# Closed and Open Competitions

## Open competition

IV Open competition is announced if: IS

A suitable candidate could not be selected through the closed competition or there is a justified recommendation (submitted through the relative electronic system) to conduct such competition

## Closed competition

Civil Service Reform Concept:

External recruitment at all levels does not fit well with the idea of a career-based service. External recruitment would apply to entry-level positions only.

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# Simplified Competition

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## Purpose

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To recruit employees through labor contract

- Staffing civil service with qualified personnel
- Create a competitive environment
- Transparent recruitment process in civil service

# Eligibility

Eligibility to participate in an open competition :

- a capable person (citizen of Georgia)
- at least 18 years old
- knowledge of state language
- Civil Servant's Certificate

2017

Eligibility to participate in closed competition:

- a civil servant
- a civil servant on the reserve list
- a labor contract employee who has been employed in the civil service for less than a year and has obtained the Civil Servant's Certificate

- common age restriction
- equal approach and uniform standards
- increase entry opportunities
- equal career development opportunities
- certification



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# Stages

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Stages of open and closed competitions: Stages of simplified competitions:

- I stage- verifying the compatibility of requirements with application submitted by the candidate
- II stage- evaluating candidates
- III stage- announcing competition results

HR unit of the public institution is responsible for the organization of competitions

- reviewing submitted applications
- interviewing the selected candidate

**The responsible person may decide to add additional stage in the competition. The official announcement of the completion should include information on this type of change.**

The final decision of the Competition Commission is based on the scoring:

- voting system is abolished
- special form to be completed
- Basic, special and additional requirements
- Objectivity
- transparency



# Competition Commission

2017

Gender focal point of the public institutions may be included in the composition of the Commission

## Composition:

- representative of HR unit
- representative of the structural unit announcing the vacancy
- representative of trade unions
- independent expert and/or field expert

## Head of the commission

The I rank or II rank professional civil servant can be appointed as the Chairman of the Commission

- The head of the public institution appoints the Chairman
- The head of the public institution shall not be appointed as the Chairman of the Commission

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# Probation Period

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2017

mandatory 12 months' probationary period

- promote professionalism
- staffing civil service with qualified personnel
- Complex recruitment procedure vs social guarantees provided by the Law
- lifelong professional civil servant position after successful completion of the probationary period

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Thank You for your attention!

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