

## HR Department

HR Department of GTTU is a structural unit of the University and acts upon the legislation of Georgia, University Charter and other legislative or normative acts and rules acting in the university.

The department organizes, coordinates and controls the works connected with the management of the Academic Staff.

Duties and Responsibilities:

- To recruit managements and administrative, academic, assisting and service personnel for corresponding structural units of the university;
- To conduct and prepare deductive analyses report on tactical and strategic issues of HR management and their optimal application based on modern methodological approaches and principles.
- To analyze and optimize the system of work remuneration and material encouragement acting in the university;
- To devise the plan of personnel development, teaching and retraining;
- To clarify the interests of the parties under labor relations;

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