

The National Agency of Public Registry is announcing a vacancy for the position of a Business Registration Registrar at the Department of the Registration of Entrepreneurs and Legal Entities.  
Vacancy No. 68075

Position: Business Registration Registrar at the Department of Registration of Entrepreneurs and Legal Entities

Type of contest: Simplified contest

Organization: LEPL National Agency of Public Registry

Category: Legal entity

Deadline for applications: 05.12.2021

Salary: 1000 GEL

Number of vacancies: 20

Location: Tbilisi

Work schedule: Full-time

Probation period: 6 months

Duties and responsibilities:

- On the basis of reviewing and examining the submitted documents on the registration of entities defined by the Law of Georgia on Entrepreneurs and the Civil Code of Georgia, as well as the changes to the registered data, entering the relevant data into the register of entrepreneurs and non-entrepreneurial (non-commercial) legal entities, in compliance with the relevant legal act;
- On the basis of reviewing and examining the submitted documents on the emergence, changes and termination of the liabilities to the legal mortgage or the restriction of property rights to the shares from limited liability companies and special partnerships, entering the relevant data into the register of entrepreneurs and non-entrepreneurial (non-commercial) legal entities, in compliance with the relevant legal act;
- Managing the entry of the relevant data into the electronic databases, checking and analyzing their accuracy in the process of entering the relevant data, correcting and updating the data within the scope of competence;
- Ensuring access to information on registered data (except for political unions of citizens);

- Collecting the data on the economic activities established by the Georgian National Classifier of Economic Activities and approved by the LEPL National Statistics Office of Georgia, as well as the changes or the termination to the data provided by law, including the ones on the location (address) of business, and entering them into the Register of Economic Activities;
- Managing the measures related to the administrative penalties provided for by the Law of Georgia on Entrepreneurs and Articles 177 (Article 16) and 177 (Article 16) of Administrative Offences Code of Georgia.

Requirements:

Basic education: Higher education

Profession: Lawyer

Contest points:

- Constitution of Georgia;
- General Administrative Code of Georgia;
- Civil Code of Georgia (general part (entities, agreements), Law of obligations);
- Law of Georgia on Entrepreneurs (date of adoption of the Law: 02/08/2021);
- Law of Georgia on Entrepreneurs (date of Adoption of the Law: 28/10/1994);
- Law of Georgia on Public Registry;
- Law of Georgia on Public Service;
- Law of Georgia on Personal Data Protection;
- Code of Administrative Offenses of Georgia (amended on 02/08/2021);
- Order N487 of the Minister of Justice of Georgia of December 31, 2019 on the approval of the procedures on Public Registry;
- Resolution No. 509 of the Government of Georgia of December 29, 2011 on the Approval of Service Fees, Rules for Payment of Fees and Terms of Services provided by the National Agency of Public Registry;
- Order No.134 of the Minister of Justice of Georgia of May 3, 2016 on “Approval of the Statute of the National Agency of Public Registry of a Legal Entity under Public Law”.

Contact information:

Competition commission address: 22 Gorgasali St. Tbilisi

Tel: 2 91 18 68 (7068; 7753); 591 882 702; 598 787 220.

Additional requirements:

- Proficiency in English (B2 level) is preferred;
- Microsoft Office programs skills;
- Fluency in the official language of Georgia

Competencies and skills:

- Application of different approaches to decision making;
- Focusing on the result;
- Focusing on accuracy and detail;
- Working under the influence of stress;
- Ability to work independently.

Additional information:

- The simple contest is announced for the purpose of employment of a person in the public service under a labor contract.
- The participants of the contest must submit an electronic copy of the document, certifying higher legal education (in case of a document certifying higher education issued in a foreign language, including a notarized Georgian translation), and fill in the field of the motivation letter.
- It is necessary for the candidate to indicate in the appropriate column the contact information of the recommender (preferably two) and the position held.
- In order to advance to the second stage of the competition, the information and documents provided by the candidate must be authentic, complete and meet the requirements set by the application.
- By submitting a resume for the given competition, the candidate confirms that he/she knows and agrees with the functions and conditions given in the vacancy application. He/she also agrees that the personal data in his resume be processed for the purposes of the competition in accordance with the requirements of the Law of Georgia on Personal Data Protection.
- At the interview, the candidate is evaluated according to the answers to the questions related to professional, motivational and business skills; the winner will be the candidate who receives the highest score, but not less than 3 points (maximum score - 5).
- Selected candidates will be contacted by telephone and/or email.

- Those wishing to participate in the competition are welcome to register at [hr.gov.ge](http://hr.gov.ge), fill in the application form and apply for the vacancy.
- For detailed information on the activities of the National Agency of Public Registry, please visit the website: [www.napr.gov.ge](http://www.napr.gov.ge).

Decision-making process and deadline:

The competition commission will make the final decision within 3 months after the deadline for submission of applications by the score evaluation.

Stages of the competition:

- Application selection
- Interview