

Job Specification Form

Veterinary Surgeon

Mayhew branch	Mayhew Georgia	Line Manager:	Dr Ana Metskhvarishvili DVM
Closing date	29 October 2021	Recruitment	Mayhew Georgia Director & Vet

Duties & Responsibilities:

- To promote a good image of Mayhew Georgia at all times, both by the maintenance of good clinical and personal standards and in any communication with colleagues and the general public;
- To promote responsible pet ownership in the wider community, advocating neutering programmes and other preventative veterinary procedures, such as vaccinations, parasite control and identification;
- To work with and under the supervision of Mayhew/Mayhew Georgia vets, performing and assisting with pre and post-operative care of dogs and cats, administering pre-medication and monitoring anaesthetics, analgesia, reproductive surgery and medical treatment of dogs and cats, primarily concentrating on preventative veterinary care for the free-roaming dog & cat population management and welfare programmes in Tbilisi and the regions funded by Mayhew Georgia;
- To work in accordance with Mayhew protocols and standards of animal care and welfare;
- Perform administrative duties connected with the dog & cat population management work carried out and record statistics, operational data and information for Mayhew Georgia;
- To undertake any other duties as may be directed from time to time by your Line Manager;
- Participate and assist in Mayhew Georgia training and field visits in Tbilisi and in other regions of Georgia.

This is not an exhaustive list of tasks and the post holder may be asked to undertake any other reasonable duties in connection with their post.

Hours:

Normal working week is 40 hours, schedule and rotas to be determined by Dr Ana Metskhvarishvili DVM

Annual Leave:

25 days per year, plus Georgian public holidays

Salary:

Gross GEL 1000 – 1200.00/month to be reviewed after a successfully completed probationary period of 6 months.

Other Information:

Uniform supplied

Person Specification Form

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Specification	Essential	Desirable	Assessed by
Attainments:			
Professional Qualifications	Doctor of Veterinary Medicine degree		Application
Work Experience		Volunteering for animal welfare groups	Application

Competencies			
Team Working	Willing and able to work co-operatively with others. Ability to work well in a pressurised and emotive environment.		Interview
Communication	Communicates (verbally and in writing) effectively to customers, clients and colleagues at all levels.	Good knowledge of English, both verbal and written	Application and Interview
Customer Service	Identifies and delivers a high standard of customer care.		Interview
Decision Making	Able to make sound decisions in a timely manner after considering alternative options.		Interview
Developing Self and others	Takes responsibility for developing one's own potential to meet the changing needs of the organisation.		Application and Interview
Managing Change	Responds positively to change by continually trying to improve processes in order to achieve Mayhew goals		Interview
Compliance	Adheres to company safety, security and legislative requirements and general rules and regulations.		Interview

Interpersonal Skills and Aptitudes:			
General Approach	Professional and courteous to clients and colleagues. Positive & enthusiastic.		Interview
Dependability	Trustworthy and reliable.		Interview
Work Ethic	Conscientious and diligent.		Interview
Sensitivity	Tact and diplomacy when dealing sensitive issues.		Interview
Analytical	Problem solving skills.		Interview
ICT/Admin	Administrative and keyboard skills		Application and Interview
Animal Handling	Safe and confident basic handling skills. Willing to learn new methods		Interview
Driving		Clean Driving Licence	Application