

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name
Telephone
E-mail
Date of birth

Zoltán Mihók
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21 APRIL 1978

WORK EXPERIENCE

- Dates (from – to)
- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

July 2009 - present
Center for Society Orientation - COD
Nongovernmental
Executive Director
General management of organization
Development of organization strategy
Fundraising and development of new projects
Communication and coordination with donors
Work on promotion of Human Rights with specific focus on Persons with Disabilities and People living or affected by HIV
Promotion of UN Convention on Rights of PWD's, through medias including written, electronically, radio and TV
Support to the process of Local Disability Action Planning in Southeast Europe Region
Consultant and trainer for Social Services for Equal opportunities for persons with disabilities and people living or affected by HIV
Chief Editor of web page www.disabilitymonitor-see.org
Development of easy to read materials for persons with intellectual disabilities.

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July 2009 – present
Youth of JAZAS Kosovo, Sutjeska bb (Ex VIVA Building), Mitrovica, Kosovo
Nongovernmental
Consultant
Consultant on the project supported by Global Fund to Fight AIDS, malaria and tuberculosis
Development of NGO Strategy
Development of Action plan for work of Voluntary Consulting and Confidential Testing Clinic in Kosovska Mitrovica
Trainer for Human Rights and Discrimination of PLHIV
Development of awareness raising campaigns for HIV and Substance Abuse prevention, 2 per year, in total 4 campaigns up to date.

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- Main activities and responsibilities

September 2009 – September 2010
World of Angels (Svet Andjela), Kolasinska 4/9, Mitrovica, Kosovo
Nongovernmental
Consultant
Consultant on the project supported by USAID through Institute for Sustainable Communities - ISC
Development of training program for promotion of UN Convention on Rights of Persons with Disabilities in four municipalities in north Kosovo
Development of awareness raising campaign plan for promotion of employment of persons with disabilities in region of north Kosovo "And we have right to work". Monitoring of implementation

of campaign.

- Dates (from – to) July 2009 - August 2010
 - Name and address of employer Handicap International, 14, Avenue Berthelot, 69361 Lyon Cedex 07, France
 - Type of business or sector Nongovernmental
 - Occupation or position held Consultant
 - Main activities and responsibilities Development of exit strategy for Handicap International from South east Europe region, finalization of ongoing programs and consulting to Handicap International partners
Development of Knowledge Management document on Handicap International intervention in Serbia in the field of support to PLHIV Associations for period 2006 – 2010
Transferring activities of Handicap International to local partner Center for Society Orientation – COD.
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- Dates (from – to) Sept 2005 – July 2009
 - Name and address of employer Handicap International, 14, Avenue Berthelot, 69361 Lyon Cedex 07, France
 - Type of business or sector Nongovernmental
 - Occupation or position held *Serbia Program Manager / HIV-AIDS Advisor for South East Europe Region*
 - Main activities and responsibilities Capacity building program for disabled people organizations and people living or affected by HIV – PLHIV
Support to coalitions of local associations for development of Local Disability Action Plans in 7 municipalities in Serbia
Monitoring of Human Rights of persons with disabilities in Southeast Europe, including support to legislation changing, regional programs and exchange of “know-how” best practices
Supportive monitoring of supported advocacy, human rights and awareness raising projects through Call for Proposals, including consultancy during proposal development, timeframe / weekly planning of projects, budgeting and follow up of budgets, development of administrative skills of disabled people organizations and evaluation of implemented projects.
Support to creation of national Union of PLHIV CSO’s in Serbia
Support to creation of network of social service providers for People living or affected by HIV in Southeast Europe Region
Analyzing situation and creation of recommendations in form of report “Overview of situation in Social service provision and recommendation for standardization in Republic of Serbia”
Support to more than 30 local awareness media campaigns implemented by disabled people organizations focusing on employment, education, inclusion, social services and promotion of human rights of persons with disabilities
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- Dates (from – to) March – Sept 2005
 - Name and address of employer Youth of JAZAS, 27 marta 35, Belgrade
 - Type of business or sector Nongovernmental
 - Occupation or position held Consultant for international cooperation and ICT program
 - Main activities and responsibilities Preparation of printed educational supports for HIV/AIDS prevention and advocacy programs
Capacity building of organization volunteers and employed staff
Program planning and strategy development for organization
Implementation of impact evaluation for peer education program
Project proposal development in cooperation with program coordinators
Member of National Advisory Committee of Youth of JAZAS network for national awareness raising campaign “Stop AIDS. Keep the promise”
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- Dates (from – to) March – July 2005
 - Name and address of employer Care International, Kosovo office, Gnjilane, Kosovo
 - Type of business or sector Nongovernmental
 - Occupation or position held Consultant
 - Main activities and responsibilities Creation of data base of Internal displaced people in Central and South part of Serbia from 2 villages from Gnjilane area in Kosovo
Research on return needs and willingness for return through intertwining head of families
Creation of village profile and recommendations for return
Support to Return awareness campaign among IDP’s
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- Dates (from – to) March 2004 - February 2005
 - Name and address of employer Danish Refugee Council, Mark Isaku Street, Priština, Kosovo
 - Type of business or sector Nongovernmental

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| <ul style="list-style-type: none"> • Occupation or position held • Main activities and responsibilities | <p>Regional Program Coordinator for Southeast Europe</p> <p>Program coordinator for Kosovo Initiative Program - KIP with focus on strengthening the role of Civil Society in the region of Serbia, Montenegro and Kosovo (€ 1.2 million program supported by Danish Government)</p> <p>Establishment of un formal network of 17 CSO's from KIP area of responsibilities</p> <p>Capacity building of local associations of dealing with refugees / IDP's issues in Kosovo, Serbia and Montenegro.</p> <p>Managing of two program components of Kosovo Initiative Program, "Exchange of Information and Media" and "Training" focussing on advocacy and lobbying activities for support of process of return and reintegration in Kosovo</p> <p>Coordination with other stackholders working in same field, UN Office for Return and Communities, UNHCR, municipalities, and other govermental organizations and International CSOs.</p> <p>Development of monthly electronical advocacy newsletter on tree languages (Serbian, Albanian and English) with focus on Return and Reintegration in Kosovo</p> <p>Recruiting staff on short term contacts</p> <p>Member of Project Advisory Board</p> <p>Monitoring and evaluation of projects of CSO's partners</p> |
| <ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer <ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities | <p>Nov 2002 - March 2004</p> <p>Youth of JAZAS Kosovo, Sutjeska bb (Ex VIVA Building), Mitrovica, Kosovo</p> <p>Nongovernmental</p> <p>Executive Director</p> <p>Staff management and recruiting new staff members</p> <p>Chairman of Board of Directors of Youth of JAZAS Kosovo</p> <p>Set up implementation and evaluation of projects especially in field of youth, health, advocacy, human rights, capacity building and awareness raising campaigns.</p> <p>Standardization of peer education and peer education curricullum - Preparation of printed educational supports for HIV/AIDS prevention, advocacy, lobbying and human rights.</p> <p>Development of long term strategy with UNICEF for preventive programmes on HIV/AIDS in minorities areas in Kosovo (in September 2003 Youth of JAZAS Kosovo become strategic partner for UNICEF for minority programs)</p> <p>Establishment of first Youth Health Friendly Service for free Voluntary, Confidential Testing and Consultancy on HIV and Hepatitis B&C for non Albanian communities in Kosovo (Centre is still operating and today is working in partnership with Student Policlinic and Youth of JAZAS Kosovo)</p> <p>Member of Advisory board for organization of Regional awareness raising campaigns in the field of HIV Prevention and Diminishing Discrimination towards PLHIV – “Include them all” (Serbia, Kosovo, Montenegro, Bosnia and Herzegovina and Macedonia) and Coordinator of this campaign in Kosovo 2003,</p> |
| <ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer <ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities | <p><i>January 2002 – Nov 2002</i></p> <p>Handicap International, 14, Avenue Berthelot, 69361 Lyon Cedex 07, France</p> <p>Nongovernmental</p> <p>Minorities Program Officer</p> <p>Identification of disabled people organizations – DPO's from minorities areas in Kosovo, coordination between them, linking them with govermental structures</p> <p>Capacity building of local associations of persons with disabilities from non Albanian areas.</p> <p>Distribution of humanitarian aid for person with disabilites (ECHO program)</p> <p>Program planing and coordination for non Albanian communities cross-cating in 8 programs of Handicap International</p> <p>Organization and conducting the research on living enviroment for person with disabilities in Kosovo - Handicap International & Gravir</p> <p>Promotion of Human Rights of persons with disabilities and UN Standard Rules</p> <p>The organization, coordination and supervision of the OSCE Early voting program for persons homebound by disability in Kosovo</p> |
| <ul style="list-style-type: none"> • Dates (from – to) • Name and address of employer <ul style="list-style-type: none"> • Type of business or sector • Occupation or position held • Main activities and responsibilities | <p>January 2000 – January 2002</p> <p>Youth of JAZAS Kosovo, Sutjeska bb (Ex VIVA Building), Mitrovica, Kosovo</p> <p>Nongovernmental</p> <p>Fundraising Coordinator</p> <p>Program planning and strategy development for organization</p> <p>Project proposal writing in cooperation with other coordinators from NGO</p> |

Contacts and coordination with donors, ministries and representatives from private sector
 Identification of new donors who were not present in Kosovo, were we could apply with our programs
 Member of National Advisory Committee of Youth of JAZAS network and Coordinator of public awareness campaigns in Kosovo Don't get hooked. Keep swimming – 2000, I care, do you 2001, Live and let live 2002.

- Dates (from – to) September 1998 – January 2000
- Name and address of employer Youth of JAZAS Kosovo, Sutjeska bb (Ex VIVA Building), Mitrovica, Kosovo
- Type of business or sector Nongovernmental
- Occupation or position held Consultant for Peer Education
- Main activities and responsibilities Consultation for improvement of peer education program
 Design and Implementation of impact evaluation for peer education program
 Support to Peer Education Coordinator

- Dates (from – to) Sept 1996 – Sept 1998
- Name and address of employer Youth of JAZAS Kosovo, Sutjeska bb (Ex VIVA Building), Mitrovica, Kosovo
- Type of business or sector Nongovernmental
- Occupation or position held Peer Education Coordinator
- Main activities and responsibilities Organization of peer education - capacity building of CSO
 Organization of peer education in High schools in K.Mitrovica region in coordination with School pedagogues and representatives from Ministry of Education for Mitrovica region
 Member of Task Force for development of curriculum on HIV/AIDS and substance abuse.
 Organization of workshops, seminars, conferences and different events such as concerts, sport tournaments, games competitions, where peer educators were giving lecturing, shearing educative brochures and free condoms for peer educators including
 Member of National Advisory Committee of Youth of JAZAS network and Coordinator of public awareness campaigns in Kosovo AIDS can be prevented, Use condom – 1997, Defense! Defense! & Wear a medal - 1998

- Dates (from – to) August 1995 – Sept 1996
- Name and address of employer Youth of JAZAS Kosovo, Sutjeska bb (Ex VIVA Building), Mitrovica, Kosovo
- Type of business or sector Nongovernmental
- Occupation or position held Peer Education Assistant
- Main activities and responsibilities Lecturing on HIV/AIDS in high schools in region of Mitrovica
 Running of different workshops with young people on prevention from HIV/AIDS
 Support to Peer Education Coordinator

EDUCATION AND TRAINING

- Dates (from – to) October 1996 –December 1998
- Name and type of organization providing education and training Colledge of Economy, Pec, Federal Republic of Yugoslavia
- Principal subjects/occupational skills covered Financial operations of an enterprise
- Title of qualification awarded Economist
- Level in national classification (if appropriate) VI

- Dates (from – to) September / 1992 - Jun / 1996
- Name and type of organization providing education and training Tehnical School "Mihailo Petrovic - Alas", Kosovska Mitrovica, Federal Republic of Yugoslavia,
- Principal subjects/occupational skills covered Technical sciences
- Title of qualification awarded Technician for electricity
- Level in national classification (if appropriate) IV

- Dates (from – to) September 2007 – December 2009
 - Name and type of organization providing education and training Handicap International and European Association of Service Providers for Persons with Disabilities – EASPD
 - Principal subjects/occupational skills covered Social services for people with disabilities,
The gate – keeping system in the field of social services for people with disabilities
Financing and contracting social services
Community planning and the place of social services in the local action plans
Quality system of reform processes in the field of social services
Framework for analysis of reform process in the field of social services
Internal regulatory procedures for social service providers (management, strategic planning, quality control)
Consultancy skills and competencies
Expert practitioner in the field of social services
 - Title of qualification awarded Certificate
 - Level in national classification (if appropriate)
-
- Dates (from – to) 18 - 27 Jun 2007
 - Name and type of organization providing education and training Handicap International HQ Lyon, France
 - Principal subjects/occupational skills covered Program Manager/Field Director module covering following topics:
Logical Framework writing with case study disability and development,
Financial Strategy,
State of Emergency and role of program manager on the field,
Budget construction,
Inclusion,
Health and Care Policies,
Disability Rights and Policies,
Methodology and Documentation,
Posting to mined or insecure regions,
What stance for Manager,
 - Title of qualification awarded Certificate
 - Level in national classification (if appropriate)
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- Dates (from – to) 12 March – 1 July 2007
 - Name and type of organization providing education and training The Global Human Rights Education Network - HREA
 - Principal subjects/occupational skills covered distance learning program - auditor (www.hrea.org)
Research and evaluation in NGO sector
 - Title of qualification awarded
 - Level in national classification (if appropriate)
-
- Dates (from – to) 3 – 6 February 2006
 - Name and type of organization providing education and training Handicap International and Centre for Independent Living Bulgaria
 - Principal subjects/occupational skills covered Policy concepts,
Medical vs. Social Approach to Disability in the Policy Framework (welfare vs. equal opportunities),
Making a Policy Argument,
Components of a consistent / coherent policy,
Monitoring of policies
 - Title of qualification awarded Certificate
 - Level in national classification

(if appropriate)

- Dates (from – to) 10 – 13 October 2005,
 - Name and type of organization Handicap International SEE
 - Principal subjects/occupational skills covered LFA Development for EU Funded projects
 - Title of qualification awarded Certificate
 - Level in national classification (if appropriate)
-
- Dates (from – to) 26 February – 03 March 2005,
 - Name and type of organization Kosovo Civil Society Foundation, An EU – funded project managed by EAR
 - Principal subjects/occupational skills covered Project Cycle Management & Basic Financial management
 - Title of qualification awarded Diploma / Certificate
 - Level in national classification (if appropriate)
-
- Dates (from – to) 10. April – 06 Jun 2003,
 - Name and type of organization Civic Initiatives – Belgrade, training organized by Board of NGOs from north KIM region, and financed by Kosovo Civil Society Foundation
 - Principal subjects/occupational skills covered Development of NGOs trainings session on fundraising, working with volunteers, NGO management, strategic planning
 - Title of qualification awarded Diploma / Certificate
 - Level in national classification (if appropriate)
-
- Dates (from – to) 10 February – 15 March 2003
 - Name and type of organization Central European University, Nationalism Studies Program, Budapest, Hungary
 - Principal subjects/occupational skills covered Sociology, Interpreting Contemporary nationalism in Southeastern Europe, covering different aspects of nationalism in SEE. The inter linkages with the political system and the processes of democratization in the region. Course professor Florian Bieber.
 - Title of qualification awarded
 - Level in national classification (if appropriate)
-
- Dates (from – to) 10 February – 20 February 2002
 - Name and type of organization Handicap International
 - Principal subjects/occupational skills covered Participatory Program Approach – PPA,
 - Title of qualification awarded Certificate
 - Level in national classification (if appropriate)

PERSONAL SKILLS AND COMPETENCIES

*Acquired in the course of life and career
but not necessarily covered by formal
certificates and diplomas.*

MOTHER TONGUE

Macedonian

OTHER LANGUAGES

Serbian / Croatian / Bosnian / Montenegrin

- Reading skills Excellent
- Writing skills excellent
- Verbal skills excellent

English

- Reading skills excellent,
- Writing skills excellent
- Verbal skills excellent

Bulgarian

- Reading skills good
- Writing skills basic
- Verbal skills good

Hungarian

- Reading skills Basic
- Writing skills Basic
- Verbal skills Basic

SOCIAL SKILLS AND COMPETENCIES

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

I'm person coming from mixed marriage, my father is Hungarian and my mother is Macedonian. I have been living in multicultural environments in different countries / regions, Macedonia, Serbia, province of Vojvodina, Hungary, and Kosovo. Also I have been working in different intercultural environments, and I never had problems with my colleagues or supervisors. I'm good listener and I have very good communication skills with people that I have been working and/or cooperating in the past.

ORGANIZATIONAL SKILLS AND COMPETENCIES

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

- Managing focus groups
- Organizing educational events, seminars, trainings, conferences, study visits, roundtables, etc
- Coordination of work of employees
- Budgets managements and budgets follow up
- Humanitarian AID distribution
- Logistics
- Peer educator for HIV and substance abuse
- I have been volunteer for many local organizations dealing with people with disabilities, people living or affected by HIV, youth organizations, peace building organizations, etc.

TECHNICAL SKILLS AND COMPETENCIES

With computers, specific kinds of equipment, machinery, etc.

MS Office, Internet , Basic for web pages, Photocopy Machine, Professional Cameras, all this skills were acquired during my employment with different companies

ARTISTIC SKILLS AND COMPETENCIES

Music, writing, design, etc.

N/A

OTHER SKILLS AND COMPETENCIES

Competences not mentioned above.

- Experience in EC procurement procedures and implementation of grant schemes.
- 5 years of managing the grant making schemes in the region of Western Balkans.
- Good knowledge of EU PRAG, especially the provisions for grant recipients.
- Special attention during 4 years (2005 – 2009) was on the regional project of, capacity building of disabled people organizations and other stakeholders in the field of social protection, inclusion of persons with disabilities, public awareness campaign consultant for local disabled people organizations in Serbia, Montenegro and Serbian parts of Kosovo (1244), (DFID, EU funded (EIDHR), SIDA (through SHIA)).
- Disability, support & capacity building of disabled people organizations

- Awareness raising and mass media campaigns including planning, organization, drafting press release, communication strategy with medias, development of campaign materials, brochures, leaflets, posters, TV spots, radio jingles, easy to read materials for persons with intellectual disabilities, etc.
- Organizational & professional development for representatives of civil society organizations
- Human rights
- Development of Local Action Plans, with special focus on Disability
- Cooperation with and supporting local and International NGOs
- Excellent communication skills, supporting local associations and CSO's in formulating and writing project proposals, meeting donors and looking for funds, making links between CSO's and other stakeholders (local administration, Ministries, health representatives, International Organizations)

DRIVING LICENCE(S)
ADDITIONAL INFORMATION

Valid driving license "B" category with clear driving record. Experience in driving 4x4 vehicles

Individual Professional Member:

- Observer member - ANLAP - An international interagency forum working to improve the quality and accountability of humanitarian action (www.alnap.org).
- Member of Enlargement Committee of EASPD - European Association of Service Providers for Persons with Disabilities (www.easpd.eu)
- Member of Professional Advisory Board of Serbian Autism Society (www.autiza.org.rs)
- Serbian Union of organizations of people living or affected by HIV, Supervisory Board member

Publications:

- EMPLOYMENT OF PERSONS WITH DISABILITIES IN REPUBLIC OF SERBIA IN 2011 – MONITORING REPORT – Author, Disability Monitor Initiative South East Europe, Center for Society Orientation – COD, www.disabilitymonitor-see.org/index.php?option=com_joomdoc&task=doc_download&gid=121&Itemid
- SHIFTING THE PARADIGM IN SOCIAL SERVICE PROVISION - Making Quality Services Accessible for People with Disabilities in South East Europe – research associate and technical support, Disability Monitor Initiative South East Europe, Handicap International (http://www.disabilitymonitor-see.org/index.php?option=com_joomdoc&task=doc_download&gid=3&Itemid=)
- THE RIGHT TO LIVE IN THE COMMUNITY: Making it happen for people with intellectual disabilities in Bosnia and Herzegovina, Montenegro, Serbia and Kosovo research associate and technical support, Disability Monitor Initiative South East Europe, Handicap International (http://www.disabilitymonitor-see.org/index.php?option=com_joomdoc&task=doc_download&gid=16&Itemid=)
- Easy to read International Convention on the Rights of Persons with Disabilities – Editor of Serbian version, Center for Society Orientation and Handicap International (http://docs.google.com/fileview?id=0ByhebjPr99Y_NjQ3NWY3ZjltMTIhNC00ZTY4LTljMTUtdMDRmN2QxMjY3ZWJm&hl=en)

Member of organizational committees for regional conferences involved in preparation, implementation, media promotion, preparation of media contacts, working in close relation with press officers, supporting the drafting press release, etc. for following conferences:

- Social services for persons with disabilities as support for equal socio-economic development (will take place in Jun 2012 in Belgrade, Serbia)
- "United Voice" – 2005, Belgrade, conference on united voice of disabled people organizations in the transitional process towards EU of Southeast Europe region
- "Independent living of persons with disabilities" - 2006, Becej
- "ACCESS 2006: Freedom of Movement- an (in) accessible right? – for persons with disabilities" 2006 Belgrade
- „Step towards Europe II - Disability Rights and Policies in South East Europe" 2008, Sarajevo

ANNEXES

[List any attached annexes.]