

CURRICULUM VITAE

1. **Family name:** Stojanovic
2. **First names:** Maja
3. **Date of birth:** March 01, 1979
4. **Nationality:** Serbia/Bosnia and Herzegovina
5. **Civil status:** Single
6. **Education:** Graduate Economist

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:
2000 – 2004 University of “Braca Karic“, Serbia Faculty for Entrepreneurial Management, Novi Sad	Graduate engineer for entrepreneurial management, major in Company Management

7. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
Serbian/Bosnian	Mother tongue	Mother tongue	Mother tongue
English	1	1	1
German	5	5	5

8. **Membership of professional bodies:** n/a

9. **Other skills:**

- Extensive Programme/Project Management Experience
- Extensive experience in capacity building and training
- Excellent presentation and writing skills
- Excellent research, analysis and reporting skills
- Proven leadership skills, self starter and a team player
- Experience in working in a multicultural environment
- Proficient in Word, Excel, Access, PowerPoint, Visio and Internet
- Ability to work independently and under tight deadlines

10. **Present position:** Long term expert

11. **Years within the firm:** 4

12. **Key qualifications:**

- Proven experience working in the field of IPA cross border cooperation among Western Balkan countries;

Curriculum vitae

- In depth knowledge of IPA Regulatory framework and of the EC's Practical Guide to contract procedures for EC external action (PRAG) and experience in drafting of Terms of Reference and development of potential proposals;
- Extensive experience in the design and delivery of trainings for Western Balkan National authorities, potential applicants and grant beneficiaries (e.g. PCM, LFA, grant selection and evaluation procedures, implementation of grants and monitoring of programmes/projects);
- Strong experience in preparing analytical reports, training needs assessments, drafting of Manuals, Rules of procedures and Guidelines and other CBC Programming and procurement documents;
- Experience in experience in preparation of needs assessment and the human rights analysis that served as a base for defining the development guidelines and the creation of rights-based municipal development strategies and action plans;
- Proven track record in areas of public administration reform, institutional and human capacity building with focus on human resources management.

13. Specific experience in the region:

Country	Date from - Date to
Bosnia and Herzegovina	1997 – 2007
Western Balkan region: Albania, Bosnia & Herzegovina, Croatia, Montenegro, Serbia, Kosovo (under UNSCR 1244), and the former Yugoslav Republic of Macedonia	November 2007 - ongoing

14. Professional experience

From - to	Location	Company& reference person	Position	Description
30 m/d from Aug to Dec 2011	BiH	SNV- Netherlands Development Organization Mrs.Semsa Alic Country Representative	STE – E-Mentor	<ul style="list-style-type: none"> ✓ Providing hand-on support to seven Municipalities from BiH to draft project proposals in line with EU Procedures and published GfA as a part of the SNV project <i>Joint local initiatives for agricultural value chain product</i>; ✓ Through e-mentoring raise capacities of local actors to identify major issues in agricultural sector, prepare project proposals, apply for funding and implement projects which will tackle major problems within their respective municipalities. ✓ Participate in preparation and delivery of practical workshops; ✓ Facilitate practical workshops, give answers, and explain in detail outstanding questions.
Dec 2007 – Oct 2011	Belgrade, Serbia	Regional TA EC funded project Cross Border Institution Building Dobracina 44 11000 Belgrade, Serbia Mrs. Natasa Gospodjinacki Team Leader	Expert	<ul style="list-style-type: none"> ✓ Strengthening capacities of the relevant management structures to programme and implement IPA CBC programmes at borders between candidate/potential candidate countries; ✓ Providing assistance to Western Balkan National Authorities through capacity building activities such as on-the-job trainings and training sessions on IPA CBC programme management and implementation <i>such as preparation of the Guidelines for Applicants and application packages, evaluation and selection of project proposals, programme and project monitoring as well daily activities aimed to ensure launching, implementation and monitoring of the Call for proposals (CfPs) in line with IPA Regulatory Framework and PRAG</i>; ✓ Building capacity of national, regional and local authorities, as well as of non state actors through organisation of trainings on project preparation and project implementation (PCM) to ensure full and effective participation in IPA CBC programmes between Western Balkan countries; ✓ Drafting Manuals, Guidelines and Rules of procedures relevant for CBC programme management (Project preparation Manual, JTS Manual of procedures, Guidelines on monitoring procedures, Manual on implementation and secondary procurement of CBC projects); ✓ <i>Conducted and produced several regional assessment reports</i> (developed questionnaires, conducted interviews and processed data) in order to provide regional overview on practices and bottlenecks experienced by national authorities from Western Balkan countries in the implementation of CBC programmes;

Curriculum vitae

Nov 2006 –Dec 2007	Bijeljina, BIH	OSCE Mission to Bosnia and Herzegovina – Field Office Bijeljina Kosovke Djevojke 4 76300 Bijeljina, BIH Mrs. Snezana Dacic National Programme officer snezana.dacic@osce.org	HRM Advisor – Capacity Building and Policy Reform	<ul style="list-style-type: none"> ✓ Public administration reform of BiH municipalities through improvement of public finances and human resources management practices; ✓ <i>Assessed and identified weaknesses in the capacity of public administration and developed strategies to improve performances;</i> ✓ Assisted municipalities to improve human resource management by revising the existing municipal organizational structure and related job descriptions to ensure that they reflect current strategic priorities and legal requirements; ✓ Trained public institutions and municipal authorities in establishing and implementation of different merit-based HRM procedures and techniques (job analysis, professional development, performance appraisal, recruitment and selection policies and techniques) in order to establish an efficient, transparent administration with qualified, motivated staff who are responsive to the needs of citizens; ✓ Assisted local counterparts in developing statutes, by-laws, codes of conduct and internal administrative procedures; ✓ Enabled development and implementation of a new HRM software and Municipal HRM Manual; ✓ Provided technical advice to local authorities in the implementation of Civil Service Legislation and Statutory Amendments;
Jun 2006- Nov 2006	Brcko District BIH	Grand hotel “Posavina”DMB” Brcko, Trg Mladih 4, 76 100 Brcko District, BiH	General Manager	<ul style="list-style-type: none"> ✓ Responsible for the general day-to-day operation of all hotel and restaurant activities ✓ Developed annual sales and marketing projects, revenue plans, identifying market segments and strategies; ✓ Organized, managed and supervised a team of 28 employees;

Curriculum vitae

November 2004 – May 2006	Srebrenica and Sarajevo, BIH	United Nation Development Program, RMAP - Rights-based Municipal Development Programme Marsala Tita 48, 71 00 Sarajevo, BiH Mrs. Adela Pozder Project Manager Local Governance Programme Analyst apozder@undp.ba	Strategic Planning Officer	<ul style="list-style-type: none"> ✓ Coached BiH municipalities in adopting a multi-sectoral and <i>human rights based approach to conduct municipal needs assessment and strategic planning</i> in order to prepare mid-term Development Strategies and Action plans (Srebrenica, Milici, Bratunac, Ilijas and Breza); ✓ <i>Assessment and gathering information about human rights violations, identifying problems and preparation of the human rights analysis that served as a base for defining the development guidelines and the creation of rights-based municipal development strategies;</i> ✓ Provided support and targeted capacity building to municipal authorities, civil society organisations (CSOs) and public institutions by facilitating workshops, round tables and working groups on strategic planning and participation of citizens, specifically most vulnerable groups in public affairs; ✓ Was in charge of implementation, monitoring and evaluation of municipal development strategies by implementing rights-based development methodology and tools for strategic development and action planning.
Feb 1999 – March 2004	Brcko District BIH	Northrop Grumman Mission System Balkan Language Support System	Interpreter	<ul style="list-style-type: none"> ✓ Worked as an interpreter/translator (English, Serbian-Croatian-Bosnian) assigned to US Army forces in Bosnia-Herzegovina; ✓ Interpreted at high-level meetings, organized work schedules and scheduled meetings with various international and local counterparts ✓ Written translation of official incoming and outgoing correspondence, fact sheets and all other civil affairs documentation from various sectors (economic, legal and political); ✓ Translation during meetings, radio and TV appearances; ✓ Daily liaison with the Brcko District Government and local authorities of the surrounding municipalities; ✓ Gained extensive knowledge of political and economic issues, legislative and security related matters.
Aug 1997 – Feb 1999	Brcko District BIH	Joint Commission of Observers	Translator	<ul style="list-style-type: none"> ✓ Worked as interpreter/office assistant for the NATO, US Army SF in Bosnia-Herzegovina. ✓ Responsible for a number of sensitive logistic and administrative duties such as: payroll, hiring and evaluating staff, drivers, interpreters, managing office and administrative issues for international staff, organizing and filing documents, scheduled and interpreted at meetings and all other relevant events