

CURRICULUM VITAE

1. **Family name:** Miss. Gjergaj 00355 (0)673149210, vojsavag@yahoo.com
2. **First names:** Vojsava
3. **Nationality:** Albanian
4. **Education:** University

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:
Pedagogical University "Luigj Gurakuqi" Shkoder 1987-1990	Bachelor Degree
Branch Mathematics and Physics	

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

Language	Reading	Speaking	Writing
Albanian	Mother tong	Mother tong	Mother tong
English	1	1	2
Italian	1	1	2
Russian	3	4	4

6. **Current employment:**

HR Consultant for CBTL (training NGO), MEDPAK, World Vision

7. **Other skills:** Ms Office package, Lotus Note, FMIS.

8. **Key qualifications:** Training, In-Company Consultancy, Writing Job description, Training & Development, Recruitment and Selection, Performance Management System, compiling HR Policy Manual

9. **Specific experience in the region:**

Country	Date from - Date to
Egypt	Jul 2008 - Oct 2008

10. Professional experience

Date from - Date to	Location	Company& reference person ¹ (name & contact details)	Position	Description
Jan 31 st , 2011-May 2011	Albania	EU Project “Supporting SME in becoming Competitive with EU market” jakob.modeer@gmail.com uli.lachenmaier@idi- albania.org sbroth45@yahoo.de	HR Consultant	HR Training with Top managers/Owners from SMEs, In-company Consultancy
Oct 16th, '08-Jan 31 st , 2011	Albania	Coca-Cola Bottling Shqiperia amarletta@acies.bo.it (Regional HR Partner)	HR Manager	Recruitment and Selection, HR Policies and Procedures, job description, Performance Management System, Organisational Restructuring, Disciplinary Measures, Dismissal, Staff Training, Training Need Analyses with Mercer Company.

Curriculum vitae

Jul 12th '08- Oct 15th, '08	Egypt	Plan International –Egypt Edward.Abbey@plan-international.org (Country Director)	HR Consultant	Recruitment and Selection, Opening a New Branch In Northern Egypt, Compiling HR Policy Manual, Job Grading (Hay System), Salary Survey, Job Description, Staff Training, Career Development
Mar 1st, '05- Jun 30th, '08	Albania	Plan International-Albania moanimals@hotmail.com (Country Director) now Regional Director for WSPA	HR Manager	Recruitment and Selection, Compiling HR Policy Manual, Training Need Analyses, Staff Contracts, Salary Survey, Job Description, Staff Training, Performance Management System, Career Development, Managing the Phase-out.
Feb 1st, '04- Dec 31st, '04	Albania	Spekter Ltd briko@abissnet.al (Director and Owner)	HR Manager	Recruitment and Selection, Staff Contracts, Salary Survey, Staff Training, Performance Management System.
	Albania	British American Tobacco Elisabeth.Papalezova@bat.com (South East Europe HR Manager)	HR Coordinator	Recruitment and Selection, Compiling HR Policy Manual, Training Need Analyses, Staff Contracts, Salary Survey, Job Description, Staff Training, Performance Management System.
Feb 21st, '00-May 31st, '01	Albania	MULTINATIONAL ADVISORY POLICE ELEMENT	Interpreter	Interpreting/translating for the Public Order Department in the training courses with the Albanian Police Officers on the human rights topics, laws and the articles of the Constitutions, Code of the Penal Procedure etc. and the professional police topics. Interpreting for the representatives of the Ministry of Public Order and Directors of the Police Directorates of the Prefecture and representatives of the Local Government; Interpreting/translating for the Quality Control Unit to find out the MAPE impact in the Albanian Police. Interpreting in the interviews with the Heads of the Police, Prosecutors and trained police officers.

Curriculum vitae

Apr 1st, '99- Oct 31st, '99	Albania	UNHCR	Program Assistant	Preparing budgets and project descriptions, discussions and advice for NGOs on project concept; inserting information in the FMIS system and preparing the final agreement . Preparing the requests/files for direct disbursement charged under program budget.
Sep 1st, '98- Dec 30th, '98	Albania	RODECO Consulting GmbH	Translator & Office Assistant	Translating/interpreting from English to Albanian and vice versa; Translating contracts, laws, decrees, reports and instructions given by HQs and the German Bank Kreditanstalt fur Wiederaufbau (KfW); Interpreting in meetings with Local Government and directors of Water Work Enterprise. Putting reports into the computer and translating the 3 monthly reports; Preparing tables, preventives, evidences, graphs, statistics;
Sep 1st, '96- Jun 30th, '98	Albania	HYDROPLAN Ingenieur- gesellschaft GmbH	Translator & Office Assistant	Translating/interpreting from English to Albanian and vice versa; Translating contracts, laws, decrees, reports and instructions given by HQs and the German Bank Kreditanstalt fur Wiederaufbau (KfW); Interpreting in meetings with Local Government and directors of Water Work Enterprise. Putting reports into the computer and translating the 3 monthly reports; Preparing tables, preventives, evidences, graphs, statistics;
Aug 16, '90- Aug 30, '96	Albania	Albanian Government	Teacher of maths and physics	

11. Other relevant information (e.g., Publications)