

**EUROPEAN
CURRICULUM VITAE
FORMAT**



JOB REFERENCE NUMBER

PERSONAL INFORMATION

Name

[SURNAME, other name(s)
SARIC ZLATKO

Address

[House number, street name, postcode, city, country]
HRVATSKE MLADEZI 20, 88000 MOSTAR, BOSNIA AND HERZEGOVINA

Telephone

00387-61-203-052

Fax

00387-36-551-525

E-mail

zsaric@terca.ba, zlatkos2002@yahoo.com

Nationality at birth

Yugoslavia

Present nationality

BiH

Date of birth [Day, month, year]

09. June.1961

Place of birth

GACKO, BiH

Sex

Male Female

Marital status

Single Married Widowed Divorced Separated

Dependants

Name

Inge Saric	Hana Saric			
------------	------------	--	--	--

Date of birth [Day, month, year]

19.05.1962	12.10.1992			
------------	------------	--	--	--

Relationship

wife	daughter			
------	----------	--	--	--

WORK EXPERIENCE

[Add separate entries for each relevant post occupied, starting with the most recent.]

• Dates (from – to)	2005-present
• Name and address of employer	Terca Mostar, Trg Ivana Krndelja 1 Mostar BiH
• Type of business or sector	Non-profit sector, public administration, business sector
• Occupation or position held	Executive director
• Main activities and responsibilities	<ul style="list-style-type: none"> ➤ Representing organization ➤ Fundraising and writing project proposals ➤ Participation in project implementation ➤ Institutional development activities, in house training, consultations in strategic planning (and others issues related to institution development), facilitation of meetings, etc. ➤ Monitoring budgets and reported on the status of the program, lobbied and fundraised <p>All other activities which are regulated with internal procedures of the organization</p>

• Dates (from – to)	2009-2010
• Name and address of employer	Chamber of commerce BiH- Euro info correspondence center
• Type of business or sector	Non-profit sector, public administration, business sector
• Occupation or position held	Trainee/consultant
• Main activities and responsibilities	Series of training courses on topic” Development and management of the EU funded projects”; responsible for designing, delivering and reporting. The courses were organized in the entire BH territory.

• Dates (from – to)	May 2010 –March 2011
• Name and address of employer	UNDP
• Type of business or sector	Non-profit sector, public administration, business sector
• Occupation or position held	facilitator
• Main activities and responsibilities	To lead process of consultation of stakeholders in project of Access to Justice: Facing the Past and Building Confidence for the Future

• Dates (from – to)	2008-2009
• Name and address of employer	Ngo Bussines Audit, Mozaik, Save the children UK
• Type of business or sector	Non-profit sector
• Occupation or position held	Evaluator
• Main activities and responsibilities	<p>December 2009: system based evaluation of CSPC-Civil society Promotional Center-Engaged by Ngo Bussines Audit and fianced by SIDA</p> <p>October-november 2009: system based evaluation of institutional capacity of Center for investigated Reports-Engaged by NGO Busines Audit and financed by SISA</p> <p>July 2009 - August 2009: To evaluate The Project “Development of Organization”of The Association of the Blind of Canton Sarajevo for the period 1998-2008 implemented by the Association of the Blind of Canton Sarajevo and financed by SIDA through a Swedish partner organization SHIA.</p> <p>April 2009 - May2009 - Mozaik BiH To evaluate project Community Driven Reconciliation, two-year projects financed by European Commission</p>

	<p>February 2009 - April 2009: AEO BiH- Project “Money and election financed by UNDEF, To evaluate two-year project with title “Money and elections” financed by UNDEF in all aspects as efficiency, sustainability, impact</p> <p>June 2008 - August 2008 Save the children: To evaluate six small projects from local NGO’s which were financed by Save the children. Projects were evaluated in participatory manner using all necessary methods as interviews, focus groups, analysis etc</p>
--	---

• Dates (from – to)	2008-2009
• Name and address of employer	Link Mostar BiH
• Type of business or sector	Non-profit sector, public administration, business sector
• Occupation or position held	consultant
• Main activities and responsibilities	Series of trainings in Development of Business plan for different groups of beneficiaries

• Dates (from – to)	April 2008 -June 2008
• Name and address of employer	UNDP
• Type of business or sector	Non-profit sector, public administration, business sector
• Occupation or position held	facilitator
• Main activities and responsibilities	To lead process of consultation of stakeholders in project of Transition Justice

• Dates (from – to)	January 2008-present
• Name and address of employer	<i>Mille contact (project Green Agenda)</i>
• Type of business or sector	Non-profit sector
• Occupation or position held	Consultant/ facilitator
• Main activities and responsibilities	<ul style="list-style-type: none"> ➤ To support NGO’s through process of Green Agenda steps ➤ To deliver training an area planning, writing project proposal, fundraising ➤ To support NGO’s in creating Green Agenda document <p><i>To help NGO’s in creating link with other stakeholders in their community</i></p>

• Dates (from – to)	November 2006-November 2008
• Name and address of employer	ARCADIS BMB / EC delegation, AEDES /ECd ; Cambridge Education ltd
• Type of business or sector	Non-profit sector, public administration
• Occupation or position held	consultant
• Main activities and responsibilities	<p>Facilitate workshops in order to get: Inputs for CARDS, Stakeholders constructively participate in planning/programming for increased ownership of programs by local stakeholders. Workshops have been delivered in the following area: Integrated Boarder Management, Agro Environment, Judicial Reform, Functional Rev. for Ministry of Human Rights and Refugees etc.</p> <p>Delivered workshops in order to get input for MIPD 2007-2009.</p> <p>Trainings were delivered for all Ministries that use fund from CARDS and will use fund from IPA 2007 : PCM , Writing TOR, Presentation skills, Communication with stakeholders, SWAP</p>

• Dates (from – to)	<i>July 2004- March 2005</i>
• Name and address of employer	European Commission: Project Functional Review of Local Administration in Process of Return
• Type of business or sector	Public administration

• Occupation or position held	Long term local expert for public administration
• Main activities and responsibilities	Analysis of the Human Resource characteristics of the PA including assessment of the strength of the capacity relatively to the demands of the Sector Gathering relevant information such as legislation defining the tasks that the organizations in the Sector, strategic or working plans published by the Sector, organizational charts and rulebooks for the institutions under review. Analysis of institutional /organizational structure, identification of mandate/functional weaknesses, gaps, overlaps, procedure efficiencies

• Dates (from – to)	Jan 2004 - July 2004
• Name and address of employer	European Commission: Project DANAS (Development, Networking and Sustainability
• Type of business or sector	Non-profit sector
• Occupation or position held	Coordinator for Mostar and Team leader of the Project DANAS
• Main activities and responsibilities	<ul style="list-style-type: none"> • Responsible for establishing network which will give support to the local government • Conducted customized and formal training in Strategic Planning, Project proposal Writing, Fundraising, Human Resource Development, and Leadership • Provided technical assistance in institutional development including, NGO Governance, Strategic planning, Project proposal witting, Public advocacy, Developing of policies and procedures <p>As Team Leader responsible for developing system of work and all necessary procedures in project DANAS</p>

• Dates (from – to)	June 2001 –April 2004
• Name and address of employer	USAID/American's Development Foundation) DemNet II
• Type of business or sector	
• Occupation or position held	Program advisor for establishing tele-cottages in Rural area Program Advisor for institutional capacity of NGO's
• Main activities and responsibilities	<ul style="list-style-type: none"> • Lead the process of setting up of the first telle-cottages in the rural communities in BiH. Took part in the evaluation and selection of project proposals and communities where to establish those cottages. As program advisor took part in the process of institutional development of telle-cottages and their networking . Through providing consultations, participated in the process of forming Association of Telle-cottages in BiH. • Responsible for NGOs advising them on organizational development, providing technical assistance and training advisory support. • Assisted in establishing, recording and evaluating criteria for the selection of NGO and other sector partners and clients, to receive training and on-site technical assistance services. • Provided Technical Assistance in institutional development including, NGO Governance, Strategic Planning, Fundraising, Project Proposal Writing, Developing of Policies and Procedures.-

• Dates (from – to)	June 1999-April 2001
• Name and address of employer	(USAID/ORT) DemNet I
• Type of business or sector	Non-profit sector
• Occupation or position held	Program Advisor and Head in office in Mostar

<ul style="list-style-type: none"> • Main activities and responsibilities 	<ul style="list-style-type: none"> ➤ designs of organizational strategic plans and specific detailed work plans, ➤ establishing various criteria for the selection of NGO and other sector partners and clients <p>development of data base to improve the networking within and outside the BiH NGO sector, conferences, meetings, surveys,</p>
--	---

<ul style="list-style-type: none"> • Dates (from – to) 	<p><i>June 2001 –April 2004</i></p>
<ul style="list-style-type: none"> • Name and address of employer 	<p><i>USAID/American's Development Foundation) DemNet II</i></p>
<ul style="list-style-type: none"> • Type of business or sector 	<p>Non-profit sector</p>
<ul style="list-style-type: none"> • Occupation or position held 	<p>Program advisor for establishing tele-cottages in Rural area</p> <p>Program Advisor for institutional capacity of NGO's</p>
<ul style="list-style-type: none"> • Main activities and responsibilities 	<ul style="list-style-type: none"> • Lead the process of setting up of the first telle-cottages in the rural communities in BiH. Took part in the evaluation and selection of project proposals and communities where to establish those cottages. As program advisor took part in the process of institutional development of telle-cottages and their networking . Through providing consultations, participated in the process of forming Association of Telle-cottages in BiH. • Responsible for NGOs advising them on organizational development, providing technical assistance and training advisory support. • Assisted in establishing, recording and evaluating criteria for the selection of NGO and other sector partners and clients, to receive training and on-site technical assistance services. • Provided Technical Assistance in institutional development including, NGO Governance, Strategic Planning, Fundraising, Project Proposal Writing, Developing of Policies and Procedures.-
<ul style="list-style-type: none"> • Dates (from – to) 	<p>February 1998- March 1999</p>
<ul style="list-style-type: none"> • Name and address of employer 	<p>USAID/NDI (National Democratic Institute for International Affairs</p>
<ul style="list-style-type: none"> • Type of business or sector 	<p>Non-profit sector</p>
<ul style="list-style-type: none"> • Occupation or position held 	<p>Field coordinator for Herzegovina-Neretva Canton in project public awareness in rural area of Herzegovina</p>
<ul style="list-style-type: none"> • Main activities and responsibilities 	<p>I held the position of a field coordinator in HNK and my duty was to assist the local population in their organization into communities and associations; to strengthen the existing ones as well; to build up the public awareness particularly when it is about participation of citizens and organisations in the process of making decisions being important for development of their communities. Focus of my work was put on the rural communities in the area of Municipalities of Jablanica, Konjic and Prozor. I actively cooperated with NGOs (Association of Displaced Bosniak Persons of Sovici and Doljani, women's associations, pensioner's associations, youth associations) and with local authorities, too. I also actively cooperated in establishing link between citizen's and local authorities in order to enable them to jointly design their future development plans.</p>

EDUCATION AND TRAINING

[Add separate entries for each relevant course you have completed, starting with the most recent.]

<ul style="list-style-type: none"> • Dates (from – to) 	<p><i>1981-1985</i></p>
<ul style="list-style-type: none"> • Name and type of organization providing education and training 	<p>University of Sarajevo, Faculty of political studies</p>
<ul style="list-style-type: none"> • Principal subjects/occupational 	<p>Political studies</p>

skills covered	
• Title of qualification awarded	<i>BA in Journalism</i>
• Level in national classification (if appropriate)	national

• Dates (from – to)	<i>April-May2010</i>
• Name and type of organization providing education and training	TACSO project
• Principal subjects/occupational skills covered	CSO management
• Title of qualification awarded	<i>certificate</i>
• Level in national classification (if appropriate)	

• Dates (from – to)	October 2006
• Name and type of organization providing education and training	EU TAC training for trainers
• Principal subjects/occupational skills covered	Coaching, consulting skills in area od Regional economic development
• Title of qualification awarded	EU TAC certified trainer
• Level in national classification (if appropriate)	National level

• Dates (from – to)	2-3 December 2002
• Name and type of organization providing education and training	SEED South Europe Enterprise Development
• Principal subjects/occupational skills covered	Facilitating training for Adults
• Title of qualification awarded	Certificate
• Level in national classification (if appropriate)	

• Dates (from – to)	11-16 July 1999
• Name and type of organization providing education and training	Training of trainers workshop
• Principal subjects/occupational skills covered	Ngo governance, NGO training standards, Social skills, Fundraising, Organisational Development and Public Policy
• Title of qualification awarded	Certificated trainer
• Level in national classification (if appropriate)	

• Dates (from – to)	26 July-2 August 1999 Albania
• Name and type of organization providing education and training	USAID BiH Democracy Network program / ANTTARC-Albanian national Training and Technical Assistance Resource Center
• Principal subjects/occupational skills covered	Organizational development, Leadership and Strategic planning Retreat
• Title of qualification awarded	Certification
• Level in national classification (if appropriate)	

<p align="center">PERSONAL SKILLS AND COMPETENCES</p> <p><i>Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.</i></p>					
<p align="center">MOTHER TONGUE</p>	<p align="center">Bosnian</p>				
<p align="center">OTHER LANGUAGES</p>	<p align="center">[Indicate level: excellent, good, basic.]</p>				
<p align="center">[Specify language]</p> <ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills 	<p align="center">Bosnian</p> <p align="center">excellent</p> <p align="center">excellent</p> <p align="center">excellent</p>	<p align="center">English</p> <p align="center">excellent</p> <p align="center">good</p> <p align="center">excellent</p>			
<p align="center">SOCIAL SKILLS AND COMPETENCES</p> <p><i>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></p>	<p>[Describe these competences and indicate where they were acquired.]</p> <p>During my work on various positions including the one of the executive director, team leader and consultant, I developed skills of communicating with people, both with beneficiaries and other stakeholders.</p> <p>Worked in several teams where expressed capability of team work in the capacity of both leader and team member.</p>				
<p align="center">ORGANISATIONAL SKILLS AND COMPETENCES</p> <p><i>Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.</i></p>	<p>[Describe these competences and indicate where they were acquired.]</p> <p>Following the nature of my job, I developed organizational skills needed for managing an organization. Participated in creation of many projects, including their financial parts –budgets, as well as, took active part in their implementation.</p>				
<p align="center">TECHNICAL SKILLS AND COMPETENCES</p> <p><i>With computers, specific kinds of equipment, machinery, etc.</i></p>	<p>[Describe these competences and indicate where they were acquired.]</p> <p>Windows 95 through XP, Office 97 through 03, MS Project, FrontPage</p>				
<p align="center">ARTISTIC SKILLS AND COMPETENCES</p> <p><i>Music, writing, design, etc.</i></p>	<p>[Describe these competences and indicate where they were acquired.]</p> <p>I possess enviable skills of providing both oral and written presentation.</p>				
<p align="center">OTHER SKILLS AND COMPETENCES</p> <p><i>Competences not mentioned above.</i></p>	<p>[Describe these competences and indicate where they were acquired.]</p> <p>Worked as journalist and editor of several editions, such as, “Gradjanske novine” published by National Democratic Institute, the factory bulletin published by Soko Aircraft Industry Mostar. Participated in promotional campaigns in the capacity of public relations officer.</p>				
<p align="center">Page 7 - Curriculum vitae of [SURNAME, other name(s)]</p>	<p align="center">Sarić Zlatko</p>				

ADDITIONAL INFORMATION

[Include here any other information that may be relevant, for example contact persons, references, etc.]

Some of the persons that could confirm my qualifications and skills:

Senad Hromić - director of EICC- phone- 00387-61- 201-010

Sam Boering – Team Leader of Facilitation Support Project for EC Assistance in 2007/8, MDF Senior Consultant- liaison for Balkan, sb@mdf.nl

Ismeta Čardaković-executive director of “NGO Business Audit” Sarajevo-phone-00387-61-145-269

Nebojsa Jovicic- executive director of NGO RRS Drvar- phone-00387-34-819-678

Lejla Haskic-project manager in Green Agenda- phone 00387-62-333-384

Nela Porobić- UNDP Sarajevo- phone 00387-33-260-955

Elmida Sarić-executive director of TCO “Option Plus”-phone 00387-61-207-034

Goran Bubalo- catholic Relief Seervie- phone 00387-61-211-079

ANNEXES

[List any attached annexes.]