

**EUROPEAN  
CURRICULUM VITAE  
FORMAT**



**JOB REFERENCE NUMBER**

TACSO Expert Roster - Experts with previous TACSO experience

**PERSONAL INFORMATION**

Name

**Bujak Stanko, Jarmila**

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Nationality at birth

Republic of Serbia

Present nationality

Republic of Serbia

Date of birth [ Day, month, year ]

06.01.1970.

Place of birth

NOVI KNEZEVAC, SERBIA

Sex

Male

Female

Marital status

Single

Married

Widowed

Divorced

Separated

**Dependants**

Name

Paulina Stanko

Date of birth [ Day, month, year ]

17.12.1997.

Relationship

Daughter

## WORK EXPERIENCE

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

• Dates (from – to)	January 2013 - now
• Name and address of employer	Roma Balkan Program, Civic initiatives, Cara Dusana 70, Belgrade
• Type of business or sector	CSO
• Occupation or position held	Mentor/trainer
• Main activities and responsibilities	supporting organisational and program development through long-term capacity building - performing the organisational and needs assessments, preparing the organisational capacity building plan, preparing, designing, and delivering trainings, preparing handouts for trainings, evaluation of trainings, reporting, leading consultation and facilitation sessions, preparing programme needs assessments plan and instruments, mentoring process of needs assessment.

• Dates (from – to)	December 2012 – January 2013
• Name and address of employer	Eurecna S.p.a, ARCAD – Advise on Recruitment and Career Development, Mihaila Pupina 2 (Palata Srbija), 11070 Beograd
• Type of business or sector	EU project
• Occupation or position held	Non key short term senior expert, Senior trainer/consultant
• Main activities and responsibilities	preparing, designing, and facilitating training sessions, preparing handouts for training, evaluation of training, reporting for the Training of Trainers for civil servants in Serbian government

• Dates (from – to)	October 2012 – January 2013
• Name and address of employer	TACSO Croatia/ Council for Civil Society Development (CCSD) of the Government of the Republic of Croatia, Amruševa 10/1 10000 Zagreb, Croatia
• Type of business or sector	TACSO office
• Occupation or position held	STE (Short Term Expert) for an external evaluation
• Main activities and responsibilities	Planning and conducting assessment of Council for Civil Society Development (CCSD) of the Government of the Republic of Croatia in the period 2007. – 2012- Defining the detailed plan for evaluation of the CCSD in cooperation with CCSD/TACSO team, establishing a methodology and appropriate assessment tools, data collection in the field, review and analysis of collected data, formulate findings and recommendations, writing, evaluation plan and methodology, writing a report with findings and recommendations

• Dates (from – to)	October 2012 – March 2013
• Name and address of employer	Regional Environmental Center (REC) Moldova and Belarus, Szentendre, Hungary.
• Type of business or sector	International organisation
• Occupation or position held	STE (Short Term Expert)/ Senior ToT-mentorship consultant
• Main activities and responsibilities	Trainer and consultant in the process of initializing SECTOR program in Moldova and Belarus: Preparation of training Agenda(s) – internal and one for the participants, Preparation of presentations, tips from Serbia, Trainee assessment sheet, Evaluation sheet, Trainee Assignment Sheet and other materials for the training, Preparation of training Case Study, Reviewing and commenting Moldovan OVT, Reviewing participants' applications and giving suggestions, Reviewing CSOs' applications and giving suggestions, Pre-training – preparatory meeting, Delivery of training, Reporting – preparing observations, lessons learned and trainers' feedback from ToT, Consultative support to the team of new REC Moldova SECTOR trainers

• Dates (from – to)	October-November 2012
• Name and address of employer	Helsinki Committee for Human Rights in Serbia, Kralja Milana 10, 11000 Belgrade, Serbia
• Type of business or sector	CSO
• Occupation or position held	Trainer/Consultant
• Main activities and responsibilities	preparing, designing, and facilitating training sessions, preparing handouts for training, evaluation of training, reporting for the Training for managers in civil society as the follow-up of Women Empowerment Facilitators - Training of Trainers Workshop on the regional project Connecting and Empowering Women CSOs from the Western Balkans working on women's rights and gender equality. Included supporting and supervising group of 5 trainees from ToT Women Empowerment Facilitators in preparing and delivering sessions

• Dates (from – to)	September 2012
• Name and address of employer	Global Fund Project Implementation Unit, Ministry of Health, PHC "Sumice", 125a Ustanicka St., 11050 Belgrade, Republic of Serbia
• Type of business or sector	Ministry of Health/project unit
• Occupation or position held	Trainer/Facilitator
• Main activities and responsibilities	facilitation of GF PIU team retreat - designing, and facilitating training sessions on teamwork and sustainability assessment and planning, preparing handouts for training, evaluation of training, preparing recommendations for further capacity development, reporting for the training "GF PIU team retreat – sustainability planning"

• Dates (from – to)	August 2012
• Name and address of employer	OSCE/ODIHR, Tirane, Albania
• Type of business or sector	OSCE/ODIHR
• Occupation or position held	Regional Trainer
• Main activities and responsibilities	participate in the preparation of the training, conduct the training, participate in a wrap-up meeting with BPRI Project Manager, and conduct an evaluation of the training (including analysis of the participants evaluation forms) for the training: "Regional Training of Primary School Teachers in the Western Balkans Addressing Anti-Discrimination in the Classroom"

• Dates (from – to)	July 2012
• Name and address of employer	Civic Initiatives Belgrade, Cara Dusana 70, Belgrade/TACSO Montenegro
• Type of business or sector	CSO/TACSO MNE
• Occupation or position held	Consultant
• Main activities and responsibilities	Assessment of local CSOs' capacities to become local CSO support/resource centers in selected municipalities. Conducting interviews with local government representatives, conduct focus groups with active local CSOs, preparing of transcripts of interviews and focus groups discussions, preparing final report on the contents and results of research with conclusions and recommendations and appendices, assessment services that are necessary for the development of local CSOs, identifying local CSO / association or local area network that can act as resource centers to support other local CSOs, identification and analysis support that the local CSO Resource Centre can obtain from: local governments, local business organizations, Donors active in a specific municipality, other institutions, organizations, individuals

• Dates (from – to)	June 2012
• Name and address of employer	Helsinki Committee for Human Rights in Serbia, Kralja Milana 10, 11000 Belgrade, Serbia
• Type of business or sector	CSO
• Occupation or position held	Trainer
• Main activities and responsibilities	preparing, designing, and facilitating training sessions, preparing handouts for training, preparing manual, evaluation of training, reporting for the training Women Empowerment Facilitators, Training of Trainers Workshop on the regional project Connecting and Empowering Women CSOs from the Western Balkans working on women's rights and gender equality

• Dates (from – to)	May 2012
• Name and address of employer	Global Fund Project Implementation Unit, Ministry of Health, PHC "Sumice", 125a Ustanicka St., 11050 Belgrade, Republic of Serbia
• Type of business or sector	Ministry of Health/project unit
• Occupation or position held	Trainer
• Main activities and responsibilities	performing the needs assessment, preparing, designing, and facilitating training sessions, preparing handouts for training, evaluation of training, reporting for the training on HIV preventive outreach work with Roma population

• Dates (from – to)	May 2012
• Name and address of employer	Novi Sad Humanitarian Centre, Arse Teodorovica 3, 21000 Novi Sad
• Type of business or sector	CSO
• Occupation or position held	Trainer
• Main activities and responsibilities	performing the needs assessment, preparing, designing, and facilitating training sessions, preparing handouts for training, evaluation of training, reporting for the training on Intercultural sensitivity of civil servants for work with Roma population

• Dates (from – to)	April 2012
• Name and address of employer	Helsinki Committee for Human Rights in Serbia, Kralja Milana 10, 11000 Belgrade, Serbia
• Type of business or sector	CSO
• Occupation or position held	Trainer
• Main activities and responsibilities	performing the needs assessment, preparing, designing, and facilitating training sessions, preparing handouts for training, evaluation of training, reporting for the training on Preparing project proposals and proposals in LFA format

• Dates (from – to)	October 2010 - today
• Name and address of employer	Technical Assistance for Civil Society Organisations (TACSO) Montenegro, Dalmatinska 78, Podgorica, Montenegro
• Type of business or sector	Montenegro national office of regional EU funded project for strengthening of civil society
• Occupation or position held	Short Term Expert (STE) Trainer/consultant
• Main activities and responsibilities	Preparing, designing, and leading trainings on HR and fundraising of CSOs, preparing handouts for training, evaluation of trainings, preparing recommendations for further capacity development, reporting, providing consultation support to participants after trainings

• Dates (from – to)	1999 - today
• Name and address of employer	numerous state institutions, CSOs and informal groups Civic Initiatives, Simina 9a, Belgrade, Serbia
• Type of business or sector	Freelancer and since 2002 member of Civic initiatives pool of trainers/consultants (CSO working on development)
• Occupation or position held	Trainer/Consultant
• Main activities and responsibilities	Various needs assessments, preparing capacity building plan, preparing, designing, delivering trainings, evaluation, reporting, leading trainings, consultations and facilitation sessions. To date completed over 680 training days on different topics and for different clients (many institutions, organizations and informal groups). In total of over 8500 participants in these trainings. Trainings delivered in Serbian and English.

• Dates (from – to)	July 2011 – today
• Name and address of employer	Novi Sad Grafit, Strazilovska 2, Novi Sad, Serbia
• Type of business or sector	Business studio for data processing
• Occupation or position held	Manager
• Main activities and responsibilities	Customer relations, external stakeholders liaison, assessment and monitoring of organisational capacities, making organisational development plan, strategic and operational management of organization, sustainability enhancement, HRM procedures and improvements, long-term planning, development of administrative procedures

• Dates (from – to)	December 2011-February 2012
• Name and address of employer	Technical Assistance for Civil Society Organisations (TACSO) Macedonia, ul. 11 Oktomvri 6/1-3 Skopje, R. Macedonia
• Type of business or sector	Macedonian national office of regional EU funded project for strengthening of civil society
• Occupation or position held	STE (Short Term Expert) for evaluation
• Main activities and responsibilities	Planning and conducting evaluation of TACSO Macedonia National training program

• Dates (from – to)	July-August 2011
• Name and address of employer	Technical Assistance for Civil Society Organisations (TACSO) Bosnia and Herzegovina, Sarajevo, Kalesijska 14, Bosnia and Herzegovina
• Type of business or sector	B&H national office of regional EU funded project for strengthening of civil society
• Occupation or position held	Short Term Expert (STE) for Internal Evaluation
• Main activities and responsibilities	Conducting evaluation of TACSO Bosnia and Herzegovina activities impact.

• Dates (from – to)	Jun 2011
• Name and address of employer	OSCE Mission to Serbia, Cakorska 1 , 11000 Belgrade, Serbia and South Backa Administrative District
• Type of business or sector	OSCE and local government

• Occupation or position held	Consultant/ moderator
• Main activities and responsibilities	Moderating workshop for NGOs from Vojvodina to create a common platform of non-governmental sector on the key themes of the Seventh Ministerial Conference "Environment for Europe" - planning and preparation of the consultative process, gathering and selection of participants, preparation of materials for consultation, moderation of workshop, preparation of report from the workshop, on-line consultations and preparing the final document from the workshop.

• Dates (from – to)	May 2011
• Name and address of employer	CARE Serbia, Scerbinova 6/20, Belgrade, Serbia
• Type of business or sector	Development agency/donor
• Occupation or position held	Facilitator
• Main activities and responsibilities	Facilitator of the working group "The Project's impact on marginalized groups" for the final event of the program "Access to health services that treat sexual and reproductive health for women and young people - IDPs and Roma - in southern Serbia" - preparation of materials for the facilitation, leading working group, preparation and presentation of conclusions and recommendations of the working group, reporting from the working group ..

• Dates (from – to)	March-April 2011
• Name and address of employer	CARE Serbia, Scerbinova 6/20, Belgrade, Serbia
• Type of business or sector	Development agency/donor
• Occupation or position held	Expert / Evaluator
• Main activities and responsibilities	Final external evaluation of the program "Access to health services that treat sexual and reproductive health for women and young people - IDPs and Roma - in southern Serbia" - participatory planning and preparation of the external evaluation, performing evaluation, field data collection, specialized training for interviewers, conducting interviews and focus groups, drafting reports on activities conducted and final report on evaluation of this project.

• Dates (from – to)	February 2011
• Name and address of employer	United Nations Development Programme (UNDP) Serbia - PWD program, Internacionalnih brigada 69, Belgrade, Serbia and Serbian EU Integration Office
• Type of business or sector	UN's global development network, Country Office Serbia
• Occupation or position held	Facilitator
• Main activities and responsibilities	UNDP Facilitator at the workshop on "European Union Funds in the field of environmental protection" - preparation and conducting of discussions, full-day workshop facilitation

• Dates (from – to)	May 2010 – July 2011
• Name and address of employer	Novi Sad Environmental Movement, Pozorisni trg 2, Novi Sad, Serbia
• Type of business or sector	Civil society organisation working on sustainable development
• Occupation or position held	Manager for Organizational Development
• Main activities and responsibilities	Assessment and monitoring of organisational capacities, making organisational development plan, strategic and operational management of organization, sustainability enhancement, planning, preparing and delivering educational courses and support, performance appraisal, recruitment and selection, HRM procedures and improvements, strategic planning, fundraising, mentoring staff

• Dates (from – to)	October 2009. – May 2010
• Name and address of employer	Ministry of Finance, Tax administration, Regional Centre Novi Sad, Department for human and material resources, Novi Sad, Bulevar Mihajla Pupina 14, Serbia
• Type of business or sector	State administration, HR unit
• Occupation or position held	HR Psychologist
• Main activities and responsibilities	Member of hiring committee (preparation, organization and coordinating of selection process, preparation of reports on candidates results on psychometrics tests, providing feedback to candidates, informing on new techniques and procedures of selection), trainer and consultant in employee appraisal process, consultant in transfers, providing trainings and support to managers and employees

• Dates (from – to)	October – December 2009
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• Name and address of employer	United Nations Development Programme (UNDP) Serbia - PWD program, Internacionalnih brigada 69, Belgrade, Serbia
• Type of business or sector	UN's global development network, Country Office Serbia
• Occupation or position held	Consultant/Facilitator
• Main activities and responsibilities	Facilitator/consultant for drafting a new National Action Plan for Strategy for People with Disabilities - preparation, design and implementation of consultative workshops for stakeholders, preparation of materials for participants, analysis and processing of existing material/strategy and action plan, consultation work with representatives of stakeholders on preparation of National Action Plan document

• Dates (from – to)	June – November 2009
• Name and address of employer	United Nations Development Programme (UNDP) Serbia - IDP program, Internacionalnih brigada 69, Belgrade, Serbia
• Type of business or sector	UN's global development network, Country Office Serbia
• Occupation or position held	Trainer/Facilitator
• Main activities and responsibilities	preparing, designing, and facilitating training sessions on gender sensitive strategic planning, preparing handouts for training, evaluation of training, preparing recommendations for further capacity development, reporting. Follow-up – facilitating development of 6 strategic plans for 6 CSO, evaluation of finished strategic plans

• Dates (from – to)	February 2009 – February 2010
• Name and address of employer	UNAIDS and National HIV/AIDS Office Dr Subotica 5, Belgrade Serbia
• Type of business or sector	Joint United Nations Programme on HIV/AIDS, Serbia and National HIV/AIDS Office Serbia
• Occupation or position held	Trainer/Consultant on the project "Gender and HIV/AIDS- Establishing Links Between Women Empowerment and HIV"
• Main activities and responsibilities	Mainstreaming gender in HIV/AIDS researches Enhancement of knowledge on gender issues and gender-based causes of vulnerability for HIV/AIDS, up-grading the capacities of relevant stakeholders for gender sensitive approaches to prevention, technical assistance during the organization of round tables

• Dates (from – to)	January -October 2009
• Name and address of employer	Autonomous Women's Centre, Tirsova 5a, Belgrade, Serbia
• Type of business or sector	Civil society organisation working on gender issues
• Occupation or position held	Consultant/Fundraiser
• Main activities and responsibilities	Fundraising, project writing, exploring & mapping donors, transferring knowledge on fundraising to other members of AWC, participating in budgeting, monitoring and reporting, overseeing the financial situation, participating in evaluation and strategic planning.

• Dates (from – to)	October 2008 – November 2010
• Name and address of employer	UNAIDS and National AIDS Office Dr Subotica 5, Belgrade Serbia
• Type of business or sector	Joint United Nations Programme on HIV/AIDS, Serbia and National HIV/AIDS Office Serbia
• Occupation or position held	Facilitator in the process of development of new 2010-2015 National AIDS Strategy
• Main activities and responsibilities	Designing detailed process of strategy development, providing support to work groups for the National HIV/AIDS Strategy, collecting, analyzing and documenting products of the work groups, preparing and facilitating training sessions, helping work groups in delivering consultation process throughout country, supervising and monitoring the process, leading consultation and facilitation sessions

• Dates (from – to)	July- December 2008
• Name and address of employer	Regional Environmental Centre, Country Office Serbia, Primorska 31, Belgrade, Serbia
• Type of business or sector	International environmental Organisation
• Occupation or position held	Facilitator on the project "Supporting Environmental Civil Society Organisations in South Eastern Europe SECTOR – Organisational Viability Support"
• Main activities and responsibilities	Training and supporting CSOs in the assessment process and designing of Organisational Development Plans, submission of the final narrative report, leading consultation and facilitation sessions, conducting assessments of HR and organisational capacities and needs assessments, preparation, design and realisation of organisational development plans, monitoring and evaluation of organisations' progress

• Dates (from – to)	April– December 2008
• Name and address of employer	Office of the Deputy Prime Minister, “Towards the more effective implementation of reforms-GOP Project” Republic of Serbia/Ministry of Foreign Affairs of the Kingdom of Norway, Palace Serbia, Belgrade
• Type of business or sector	Governmental project for public administration reform
• Occupation or position held	Training Expert/Consultant
• Main activities and responsibilities	Preparation, design and delivery of trainings and consultations, delivering Training of Trainers, performing trainers’ capacities and needs assessments, formulation of selection criteria and selection of potential trainers, preparation of handouts and materials, evaluation of trainings, reporting, supervision of trainers in the process of learning, giving final trainers’ reports and assessments of capacities together with the recommendations for the ToT participants.

• Dates (from – to)	September 2007 – may 2011
• Name and address of employer	Milieu Kontakt International, Netherlands
• Type of business or sector	CSO, working on development
• Occupation or position held	Mentor/trainer for Green Agenda Method
• Main activities and responsibilities	Performing the organisational and needs assessments, preparing the organisational capacity building plan, preparing, designing, delivering trainings, preparing handouts for trainings, evaluation of trainings, reporting, leading consultation and facilitation sessions. Three organisations from Serbia chosen to be partners at the MKI GA programme in the process in mobilising local communities

• Dates (from – to)	July 2007 – May 2010
• Name and address of employer	Roma Balkan Program, Civic Initiatives, Simina 9a, Belgrade, Serbia
• Type of business or sector	CSO, working on development
• Occupation or position held	Consultant/Trainer
• Main activities and responsibilities	Supporting sub-implementers’ organisational development through long-term capacity building - performing organisational and needs assessments, preparing organisational capacity building plans, preparing, designing, and delivering trainings, preparing handouts for trainings, evaluation of trainings, reporting, leading consultation and facilitation sessions, monitoring and evaluation of project implementation

• Dates (from – to)	April 2007 – January 2008
• Name and address of employer	UNDP Serbia and Ministry of Labour and Social Policy, Nemanjina 22-24, Belgrade, Serbia
• Type of business or sector	National development project for the reform of social welfare
• Occupation or position held	Senior Mentor for the project Supporting the Implementation of the Strategy for the Reform of Social Welfare System in Serbia
• Main activities and responsibilities	Initialising, facilitating and monitoring formation and work of the strategic municipal social policy cross-sectoral body, work with social policy actors at the local level so that they increase their understanding of the social policy planning process, support municipal authorities work on the implementation of the steps needed to develop community-based services, provision of support to municipalities, organization and facilitation of meetings with all key social policy actors, presentations on the social policy planning process, organization and implementation of particular trainings, initialise, facilitate and support the writing of the municipal strategic plan for the social services, support to members of local councils in drafting strategic documents, monitor and evaluate the process of the social policy reform implementation at local level

• Dates (from – to)	2006 (May – Jun)
• Name and address of employer	Ministry of Education, Nemanjina 24, Belgrade, Serbia
• Type of business or sector	National Ministry
• Occupation or position held	Consultant in the process of developing the manual for the high school teachers in charge of Health education based on life skills
• Main activities and responsibilities	Performing the needs assessment, preparing and designing training sessions, preparing handouts and full manual for trainings in health education in high schools. The manual (first of this kind in our country) was produced and fully supported by the Ministry

• Dates (from – to)	April 2006 – December 2006
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• Name and address of employer	Danish Refugee Council, Balkanska 48/12 a, Belgrade, Serbia
• Type of business or sector	Humanitarian organisation, Refugee program
• Occupation or position held	Consultant/trainer in the process of constituting municipal cross-sectoral bodies for refugees and IDPs
• Main activities and responsibilities	Support to forming and work of municipal boards, performing the needs assessment at the municipal level, preparing, designing, and delivering trainings, preparing handouts for trainings, evaluation of trainings, reporting, facilitation of the conference and preparation of the recommendations for further development

• Dates (from – to)	May 2005- December 2010
• Name and address of employer	Positive – Centre for Positive Changes in the Society, Brace Ribnikar 25a, Novi Sad, Serbia
• Type of business or sector	CSO working with PLHA
• Occupation or position held	Board president
• Main activities and responsibilities	Recruiting members, forming and managing Board, long-term planning, fundraising, financial management, forming the self-support group of People Living with HIV PLH, lobbying and advocating for the participation of marginalised in the state-level bodies and decision-making, organisation for self-support and self-representation of PLH

• Dates (from – to)	May 2005 – November 2007
• Name and address of employer	City Board for Care for Elderly, Trg slobode 1, Novi Sad, Serbia
• Type of business or sector	City government, permanent body for social welfare
• Occupation or position held	Member of the City Board for Care for Elderly
• Main activities and responsibilities	Mapping actors and resources relevant for the care of elderly, gathering data and analysis of their activities, mobilising local resources, planning and implementation of joint actions for elderly, fundraising and donor mapping, process of formulation of the City strategy for elderly

• Dates (from – to)	April 2005 - July 2006
• Name and address of employer	United Nations Development Programme (UNDP) Serbia - HPVPI program, Internacionalnih brigada 69, Belgrade, Serbia
• Type of business or sector	HIV Prevention Among Vulnerable Populations Initiative (HPVPI) UNDP programme
• Occupation or position held	Consultant for Capacity building process of partner organisation
• Main activities and responsibilities	Assessing the present organizational development level and recommending the developmental priorities, monitoring and evaluating the HPVPI pilot project implementation and making the relevant recommendations regarding it, providing ongoing assistance to demo project as well as mini on-site trainings, advising UNDP on broader training priorities, evaluating together with Organization's representatives level of satisfaction with the provided consultancy as well as it's relevance and make adjustments, submitting report monthly to summarize the work performed on HPVPI's behalf as well as the progress and status of each project.

• Dates (from – to)	October – December 2004
• Name and address of employer	UNICEF Serbia, Svetozara Markovica 58, Belgrade, Serbia
• Type of business or sector	UNICEF, Youth health program
• Occupation or position held	Consultant/ Evaluator
• Main activities and responsibilities	Providing support to the consultation process with young people on the creation of National HIV/AIDS Strategy, preparing and facilitating training sessions, helping youth CSOs in delivering consultation process, supervising and monitoring the process. Collecting, analysing and documenting inputs from the working groups, preparing documentation for specific target groups/clusters and summarized material, developing document on the consultation process with youth. Advocating and lobbying for the participation of youth and PLHA in the creation of the national strategy

• Dates (from – to)	September 1999 – October 2007
• Name and address of employer	Ecumenical Humanitarian Oorganisation, Cirila i Metodija 21, Novi Sad
• Type of business or sector	Civil society organisation working on development
• Occupation or position held	Project Manager/Trainer



• Main activities and responsibilities	Conducting needs assessments, conceptualising and designing development projects, coordination and direct implementation of projects, preparing project proposals and reports, program monitoring and evaluation, full HRM for programs Preparing, designing and delivering all trainings for project staff, volunteers and activists; fundraising and financial management; public relations. Active member of the core teams for Fundraising, Strategic planning and Organisational evaluation
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• Dates (from – to)	Jun 1997 – September 1999
• Name and address of employer	„Masiv“, Mornarska 42, Novi Sad, Serbia
• Type of business or sector	Private profit firm
• Occupation or position held	Human Resource Manager
• Main activities and responsibilities	Recruitment of new employees, public vacancy calls, HRM administration, selection, interviews, monitoring, performance appraisal, time-sheets, determining benefits and compensations

• Dates (from – to)	June 1995 – June 1998
• Name and address of employer	Novi Sad University, department of psychology, Zorana Djindjica bb, Novi Sad, Serbia
• Type of business or sector	State university
• Occupation or position held	Assistant in Scientific Research
• Main activities and responsibilities	Planning and conducting scientific researches, collecting data and literature, administrating tests, questionnaires, interviews, organizing collected data, performing statistical analyzes, interpreting, writing reports and research papers, providing support on exams

• Dates (from – to)	January 1995 – June 1995
• Name and address of employer	State kindergarten institution, Pavla Simica 9, Novi Sad, Serbia
• Type of business or sector	State kindergarten institution, including groups of children with disabilities
• Occupation or position held	Psychologist and consultant of the teachers for blind and children with poor sight
• Main activities and responsibilities	Consultation, supervision and support to the kindergarten teachers working with blind children. Consultations and support to parents of blind children attending the kindergarten, consultation, monitoring, support, evaluation for the members of team implementing development project in the institution

## EDUCATION AND TRAINING

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

• Dates (from – to)	2001-2002
• Name and type of organization providing education and training	Tim TRI – Civic initiatives, Belgrade, CSO
• Principal subjects/occupational skills covered	Organisational management, organisational development, capacity building, civil society
• Title of qualification awarded	Certified Trainer for CSO Management and Development
• Level in national classification (if appropriate)	

• Dates (from – to)	1993-1999
• Name and type of organization providing education and training	TA Centre Novi Sad, TA Trainer Zoran Milivojević
• Principal subjects/occupational skills covered	Psychological counselling, psychotherapy, communicational theory, organisational and educational theory
• Title of qualification awarded	Certified Counsellor and Psychotherapist in Transactional Analysis
• Level in national classification (if appropriate)	

• Dates (from – to)	2006 - In progress
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• Name and type of organization providing education and training	Department of Psychology, Belgrade University
• Principal subjects/occupational skills covered	Theories and applications in social psychology, mainly organisational theories
• Title of qualification awarded	Postgraduate studies of Social psychology
• Level in national classification (if appropriate)	

• Dates (from – to)	1988-1994
• Name and type of organization providing education and training	Department for psychology - Faculty of philosophy, Novi Sad University
• Principal subjects/occupational skills covered	Psychology
• Title of qualification awarded	Equivalent of MA in psychology
• Level in national classification (if appropriate)	

• Dates (from – to)	1986-1988
• Name and type of organization providing education and training	Medical school in Novi Sad
• Principal subjects/occupational skills covered	Certified to be a nurse
• Title of qualification awarded	Trained Nurse
• Level in national classification (if appropriate)	1986-1988

**PERSONAL SKILLS  
AND COMPETENCES**

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

MOTHER TONGUE

Serbian

OTHER LANGUAGES

[ Indicate level: excellent, good, basic. ]

[ Specify language ]

	English	Bosnian	Croatian	Macedonian	Slovak
• Reading skills	excellent	excellent	excellent	good	good
• Writing skills	excellent	excellent	excellent	basic	basic
• Verbal skills	excellent	excellent	excellent	basic	basic

**SOCIAL SKILLS**

**AND COMPETENCES**

*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.*

[ Describe these competences and indicate where they were acquired. ]

- Ability to work efficiently in diverse teams, as well as individually and (years long experience in it)
- Ability to work efficiently in stressful environment
- Respecting professional ethics and discretion
- Developed sensitivity and skills to work with various marginalized/vulnerable groups (excellent knowledge and long experience in work with them)

**ORGANISATIONAL SKILLS**

**AND COMPETENCES**

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

[ Describe these competences and indicate where they were acquired. ]

- Very good knowledge of organisational processes and management techniques and long experience in their management
- Extensive experience in management and organization of work of different project teams and organizations (both in self-management and in supporting managers)
- Excellent knowledge and long experience in supervising, and evaluation of educators, management of teams and organizing broad educational activities
- Years long experience in providing trainings and consultations for different **clients** including donors and international organisations: UNDP, UNICEF, UNAIDS, Christian AID, various ministries and municipalities, Ombudsman office, BCIF, GFATM PIU, REC, Institutes, ADF, DRC, TACSO MNE, TACSO BiH, TACSO MK, IOM, OEBS, CARE, Helsinki Committee for Human Rights, OSCE/ODIHR, REC Moldova and Belarus, TACSO CRO etc. **in Serbia, region, and wider**

<p style="text-align: center;"><b>TECHNICAL SKILLS AND COMPETENCES</b></p> <p style="text-align: center;"><i>With computers, specific kinds of equipment, machinery, etc.</i></p>	<p>[ Describe these competences and indicate where they were acquired. ]</p> <ul style="list-style-type: none"> <li>• Excellent knowledge and extensive experience in preparing trainings and consultative support (including training needs analysis and development of plans), designing and delivering trainings (including facilitation and presentation skills and trainings of trainers); as well as monitoring and evaluation of individual training courses, workshops and more extensive training programs</li> <li>• Extensive experience in work with organizations/institutions as consultant/trainer (including organisational assessments, designing of organisational development plans, delivering various capacity building activities, monitoring and evaluating organisational progress and status) for wide-range of groups including governmental officials, civil servants, donor representatives, CSO representatives, representatives of business sector and various vulnerable groups</li> <li>• Excellent knowledge and extensive experience in evaluation processes (projects, programs and organizations) in designing, leading and facilitating various evaluating activities (including delivering trainings, separate sessions and consultations on evaluation)</li> <li>• Experienced in designing, delivering and organizing needs assessments at different levels</li> <li>• Excellent knowledge and extensive experience in strategic processes- (planning, conducting, facilitating and participating in making of strategic and action plans) for organizations, institutions, municipalities and strategies at the state level (including the delivery of trainings, individual sessions and consultative support)</li> <li>• Long experience in overall organizational management and in providing consultative support in organizational assessments, strengthening organizational capacity and organizational management and development programs</li> <li>• Extensive experience (since 1998) in direct work with various vulnerable groups as well as in supporting organisations and socially marginalised for self-representation and self-organisation, and lobbying and advocating for their inclusion and participation in the decision-making</li> <li>• Excellent knowledge and extensive experience in complete Programme Management and Implementation (from concept, through fundraising to development of full project proposals and implementation)</li> <li>• Excellent knowledge and long experience in human resources management in various posts/tasks (recruitment, selection, supervision, performance monitoring, rewarding and benefits, assessments of employees` capacity, training, administrative tasks, staff evaluations, personnel reports, motivation and job satisfaction, leadership , extensive trainings in this area, etc.).</li> <li>• Good knowledge of civil society and public participation and experience in developing mechanisms and capacities of different actors for it</li> </ul>
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<p style="text-align: center;"><b>ARTISTIC SKILLS AND COMPETENCES</b></p> <p style="text-align: center;"><i>Music, writing, design, etc.</i></p>	<p>[ Describe these competences and indicate where they were acquired. ]</p>
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<p style="text-align: center;"><b>OTHER SKILLS AND COMPETENCES</b></p> <p style="text-align: center;"><i>Competences not mentioned above.</i></p>	<p>[ Describe these competences and indicate where they were acquired. ]</p> <ul style="list-style-type: none"> <li>• Computer use (Microsoft Office, Internet)</li> </ul>
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<p style="text-align: center;"><b>DRIVING LICENCE(S)</b></p>	<p style="text-align: center;">+</p>
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<b>ADDITIONAL INFORMATION</b>	<p>[ Include here any other information that may be relevant, for example contact persons, references, etc. ]</p> <ul style="list-style-type: none"> <li>• Representative of the NGO sector at the Ministerial Conference on HIV/AIDS in Bremen 2007</li> <li>• Representative of the NGO sector at the World HIV/AIDS Conference in Bangkok 2004</li> <li>• Author and co-author of several development projects</li> <li>• Author and co-author of several research reports and articles</li> <li>• Author and co-author of several publications</li> </ul>
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<b>ANNEXES</b>	<p>[ List any attached annexes. ]</p> <ul style="list-style-type: none"> <li>• Recommendations from TACSO offices and other most relevant</li> </ul>
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