

**EUROPEAN
CURRICULUM VITAE
FORMAT**



PERSONAL INFORMATION

Name **Elizabeta Markovska Spasenoska**
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Fax **/**
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Nationality **Macedonian**
Date of birth **7 MARCH, 1977**

WORK EXPERIENCE

• Dates (from – to) **August 2007 – June 2010**

- Name and address of employer
Type of business or sector
- Occupation or position held
- Main activities and responsibilities

Institute for Sustainable Communities, Mitropolit Teodosij Gologanov, 113 Skopje
Civil society strengthening, environment
Grant Coordinator

- Coordinate project implementation of NGOs grantees within the Civil Society Strengthening Project (CSSP)
- Conducting organizational assessments of NGO grantees
- Provides advices to the NGOs in development of the policies and recommendations
- Providing mentorship and capacity building to the NGO grantees according
- Responsible for review and approval of the quarterly narrative and financial reports
- Field visits

• Dates (from – to)

April 2005 – April 2007

- Name and address of employer
Type of business or sector
- Occupation or position held
- Main activities and responsibilities

Danish Refugee Council, Skopje, HQ - Borgergade 10, 3rd floor, 1300 Copenhagen
International development
Capacity Building and Organizational Development Coordinator

- Managing the Capacity building/Organizational development of the Youth Coalition "SEGA" and Turkish Association MATUSITEB.
- Facilitated comprehensive organizational capacity needs self assessments
- Designing and coordinating the implementation of the organizations' capacity building plans
- Facilitated the preparartion of the Strategic Plans for the Youth Coalition "SEGA" and the Turkish Association MATUSITEB
- On the job support for applying the developed organizational stuctures
- Delivering trainings on identified topics to the Coalition /Association membership

- Development of training methodology and curricula
- Development of training materials, handouts and manuals for the organizations
- Assisting the organizations in preparation and implementation of Study Visits in Slovakia and Netherlands
- On the job support and mentoring
- Provide regular monthly narrative reports and action plans to Project Manager

• Dates (from – to)

July 2003 – April 2005

- Name and address of employer
Type of business or sector
- Occupation or position held
- Main activities and responsibilities

European Center for Minority Issues (ECMI), Skopje Macedonia, HQ -Schiffbrücke 12, D-24939 Flensburg, Germany

Minority issues

Program Manager

- Managed the preparation and implementation of Annual work plans of six Regional Centers and three Sector based Networks of organizations (project ECMI NGO Network for improvement of interethnic relations in Macedonia)
- Reference point and consultant in creating sustainable strategies for nine units (six Regional Centers and three Sector based Networks) of the ECMI project
- Prepared, organized and delivered training to the human resources of the Regional Centers and Sector based Networks within the ECMI NGO Network for improvement of interethnic relations in Macedonia
- Support, consultancy and facilitation of the events of Coordinative Body within the ECMI NGO Network for improvement of interethnic relations in Macedonia
- Support ECMI HQ in designing and development of country program for Macedonia office
- Performing projects evaluation and study cases; making recommendations to the project teams

• Dates (from – to)

September 2001 – June 2003

- Name and address of employer
Type of business or sector
- Occupation or position held
- Main activities and responsibilities

Youth Cultural Center, Car Samuil 29, 7000 Bitola

Youth and Culture

Program Manager

- Co-author of the strategic planning of YCC and lead the development of operational plans
- Managed human resources development through training and mentoring
- Fostered and maintained strategic alliances, partnerships and coalitions with Local Government and other local and national NGOs
- Developed, monitored and evaluated programming of the Center in relation to the needs of the target population
- Responsible for fundraising, grant administration and donor relations

CONSULTANCY WORK:

- Dates (from – to)

May 2012 - January 2013

- Name and address of employer
Type of business or sector
- Occupation or position held
- Main activities and responsibilities

TACSO, 11 Oktombri 6/1-3, 100 Skopje

Technical support to the civil society organizations

STE for developing methodology and tools for self –assessment, support in self –assessment to CSOs and consultant in strategic management, governance and organizational structure

- Preparation of methodology and tools, agendas
- Delivering training to the selected CSOs
- In house coaching and consultancies
- Reporting

- Dates (from – to)

2010 - 2011

- Name and address of employer
Type of business or sector
- Occupation or position held
- Main activities and responsibilities

NGO “HOPS” Healthy Life Options Project, Hrtisto Smirnenski 48 – 1/6, 100 Skopje

Nongovernmental national organization

Organizational Development Consultant

- Conducting organizational assessment and strategic planning process
- Developing HR plan for the organization, job descriptions and HR development plan
- Providing mentorship to the employees to adapt to the new organizational structure
- Developing capacity building plan on long term
- Providing trainings in strategic planning, project cycle management, advocacy and developing HR structure

- Dates (from – to)

2009 - 2010

- Name and address of employer
Type of business or sector
- Occupation or position held
- Main activities and responsibilities

Youth Educational Forum (MOF), Vodnjanska, 35 1 – 1, 1000 Skopje

Youth and education

Organizational Development Consultant

- Conducted organizational assessment and provided directions for further organizational changes
- Conducted program assessment with MOF staff and membership
- Recommended revision of program scheme and organizational structure for MOF
- Provided mentorship in implementing organizational changes in the structure and the program according to the strategic plan and the legal requirements

- Dates (from – to)

2009

- Name and address of employer
Type of business or sector
- Occupation or position held
- Main activities and responsibilities

Foundation Open Society Institute (FOSIM)/Romaversitas, Bulevar Jane Sandanski 111, Skopje

Foundation

Organizational Development Consultant

- Prepared a model for strategic transformation of Romaversitas youth program to sustainable organization
- Implemented self assessment process with Romaversitas staff
- Facilitated preparation of Strategic Plan for Romaversitas
- Facilitated the development of Transitional plan for Romaversitas

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

2008 – 2009

**Foundation Open Society Institute, Bulevar Jane Sandanski 111, Skopje
Foundation**

Organizational Development Consultant

- Prepared a model for organizational development of three Roma NGOs
- Conducted organizational self assessments with the NGOs
- Facilitated preparation of NGOs Strategic Plans
- Support and mentorship to the NGOs in implementation of their organizational structure
- Provided training in Fundraising, project cycle management and projects proposal writing, Organizational administration
- Facilitated the process of preparation of their Annual Programs

- Dates (from – to)

- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

10/2008 – 11/2008

**Youth Coalition SEGA and Agency for Youth and Sport
Youth
Consultant**

- Prepared and delivered training for National Management Board for implementation of National Youth Strategy (NYS)
- Revised the National Action Plan for Implementation of NYS for 2009

- Dates (from – to)

- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

04/ 2007 – 07/2007

**Institute for Sustainable Communities (ISC), Mitropolit Teodosij Gologanov 113, Skopje
International NGO**

Program Consultant

- Assisted NGO Planetum and NGO Loja with project implementation and maintain regular contact to ensure that all program activities are completed in a timely and effective manner;
- Reviewed Quarterly Narrative Reports by Planetum and Loja;
- Conducted site visits;
- Worked with program staff and implementing partners to anticipate and solve problems, share experience, and facilitate coordination between and among implementing partners and Planetum and Loja;
- Provided reports to Program Director upon site visits and as required by ISC or USAID, or if there are concerns or problems with sub-grantee's project performance;

- Dates (from – to)

- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

05/ 2006 – 07/2006

UNIFEM

International Organization

Organizational Assessment Consultant

- Designed the framework and developed the methodology for the organizational assessment of the: NGO Roma Center from Skopje; Center for Research and Policy Making; Economic Policy Institute
- Conducted interviews with the NGO's beneficiaries and collaborators
- Prepared comprehensive Assessment Report including conclusions and recommendations

- Dates (from – to)

- Name and address of employer
 - Type of business or sector
 - Occupation or position held
- Main activities and responsibilities

06/ 2005 – 06/2006

**British Council, Skopje
Education and Youth**

National Expert for Implementation of National Youth Strategy

EDUCATION AND TRAINING

• Dates (from – to)	11/2013 - ongoing
• Name and type of organization providing education and training	University of St. Kliment Ohridski, Bitola Faculty for Public Administration and Management Information Systems
• Principal subjects/occupational skills covered	Human resources management in Public Administration, Advance Economy, Administering Public Policies
• Title of qualification awarded	/
• Level in national classification (if appropriate)	PhD studies
Dates (from – to)	2003 - 2007
Name and type of the organization providing education and training	University of St. Cyril and Methodius Skopje, Institute for Sociological, Political and Judicial Research
Principal subjects/occupation and skills covered	Human Resources Management, Organizational Change Management (Adizes methodology) and Research Methodology
Title of qualification awarded	M. S in Human Resources Management
Level in national classification (if appropriate)	<i>Postgraduate studies</i>

- Dates (from – to) 1995 – 1999
- Name and type of organization providing education and training St. Kliment Ohridski University, Bitola, Faculty of Tourism and Catering
- Principal subjects/occupational skills covered International Transport, International insurance
- Title of qualification awarded **B.A in Customs and Transport**
- Level in national classification (if appropriate) Graduate *studies*

- Dates (from – to) 28 May- 01 June,2001
- Name and type of organization providing education and training Macedonian Center for International Cooperation
Domestic non governmental organization
- Principal subjects/occupational skills covered **Project Cycle Management**
- Title of qualification awarded Certificate
- Level in national classification (if appropriate)

- Dates (from – to) 22-26 April, 2002
- Name and type of organization providing education and training Macedonian Center for International Cooperation
Domestic non governmental organization
- Principal subjects/occupational skills covered **Mediation in conflict**
- Title of qualification awarded Certificate
- Level in national classification (if appropriate)

- Dates (from – to) May 2005 – April 2007
 - Name and type of organization providing education and training Danish Refugee Council
 - Principal subjects/occupational skills covered **Training of trainers in Organizational Self Assessment, Project Cycle Management, Strategic Planning, Fundraising and Networking**
 - Title of qualification awarded
 - Level in national classification (if appropriate)
-
- Dates (from – to) February 2009
 - Name and type of organization providing education and training Institute for Sustainable Communities and Advocacy Institute from Vermont USA
 - Principal subjects/occupational skills covered **Advocacy and Lobbying**
 - Title of qualification awarded Certificate
 - Level in national classification (if appropriate)
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- Dates (from – to) November 2009
 - Name and type of organization providing education and training Institute for Sustainable Communities
 - Principal subjects/occupational skills covered **Public policies analysis and development**
 - Title of qualification awarded Certificate
 - Level in national classification / (if appropriate)
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- Dates (from – to) January – February 2010
 - Name and type of organization providing education and training Clearview, training provider certified for the Adizes methodology
 - Principal subjects/occupational skills covered **Adizes Topleaf training in organizational excellence**
 - 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

English

- Reading skills EXCELLENT
- Writing skills EXCELLENT
- Verbal skills EXCELLENT

Serbian/Croatian

- Reading skills EXCELLENT
- Writing skills EXCELLENT
- Verbal skills EXCELLENT

German

- Reading skills EXCELLENT
- Writing skills EXCELLENT
- 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.

- Experienced in team work
- Excellent leadership skills
- Excellent communication and negotiation skills
- Managing multiple tasks in given deadlines
- Cooperative person

Most of these competences I developed and applied on my permanent working positions.

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.

- Excellent facilitation and training skills
- Extensive experience in designing and providing core organizational trainings
- Excellent management and organizational skills (leading and managing teams, preparation and implementation of action plans, projects, reports etc.)
- Events management
- Excellent analytical and writing skills

As Program Manager and coordinator I developed most of the organizational competences, while as consultant I attained the facilitation, analytical and writing skills, as well excellent presentation skills.

TECHNICAL SKILLS AND COMPETENCIES

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

Full computer literacy

- Applications - MS Office (Word, Excel, Outlook, PowerPoint), Internet, SPSS

ARTISTIC SKILLS AND COMPETENCIES

Music, writing, design, etc.

Experienced folk dancer

OTHER SKILLS AND COMPETENCIES

Competences not mentioned above.

DRIVING LICENCE(S)

B

ADDITIONAL INFORMATION

REFERENCES:

1. SUNCICA SAZDOVSKA
RESIDENT ADVISOR, TACSO REGIONAL OFFICE SKOPJE
E-MAIL: SUNCICA.SAZDOVSKA@TACSO.ORG
2. HRISTIЈAN JANKULOSKI
EXECUTIVE DIRECTOR, NGO HOPS
E – MAIL: HRISTIЈANJ@HOPS.ORG.MK
3. SPOMENKA LAZAREVSKA
EDUCATION PROGRAM DIRECTOR, FOSM
E-MAIL: SLAZARE@SOROS.ORG.MK

ANNEXES