





## PERSONAL INFORMATION

## Antigona Dajakaj - Fejza

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## WORK EXPERIENCE

March 2018 – June 2019

## Community Youth Mapping Trainer

**USAID Project - ASSET**

- Deliver preparatory workshop with school-based Field Coordinators/teachers.
- Provide CYM training for Community Youth Mappers/students.
- Conduct follow up sessions for all trained Youth Mappers' groups.
- Create questionnaires and Youth Mappers accounts in the online platform for CYM "Data Winners."
- Support/mentor Youth Mappers in finalizing the reports
- Write summary reports and provide additional support for schools.

01/10/2017-01/02/2020

## Technical expert - Deputy Project Manager

**Family and Child Care Centre – KMOP (EU funded project)**

- Coordinate the implementation of the (technical) project work.
- Provide technical assistance to the National Coordinator within the Ministry of Internal Affairs, and the other stakeholders involved in the National Referral Mechanism.
- Provide capacity building of law enforcement and judiciary institutions.
- Provide financial and technical support to NGO service providers for victims of trafficking and horizontal awareness raising activities.
- Provide assistance to the Ministry of Internal Affairs in drafting the National Strategy for Combating Trafficking in Human Beings.
- Prepared detailed work plans, project planning and budgeting, as well as reporting for the project.
- Prepared documentation for grant evaluation and approvals.
- Prepared grants' agreements, and ensured required documentation completion as per the agreement and ensure diligent follow-up on grant reports.
- Conducted training as needed, such as for various potential grantee organizations and internal staff, etc.
- Reviewed grant applications to ensure they match the grants manual and the Project's objectives.
- Conduct pre-award audits of possible grantee organizations, in addition to audits during implementation and at close-out, as needed and identified in the Grants Manual and in coordination with the Finance Manager.
- Monitored financial management of grant funds to ensure consistency with agreed technical plan and actual implementation, and monitor the projected expenditures against their actual incurrence.
- Monitored grantees to ensure they implement and administer grants according to grant agreement and EU regulations.
- Monitored technical implementation of grants to ensure timely progress and according to submitted technical reports, proposed strategy and work plans.

01/07/2016-current

## Local Program Coordinator

**Cfd - The feminist organisation in Bern, Switzerland**

- Conduct regular monitoring visits to project sites and prepare monitoring reports.

Support partner organisations in project management and capacity building measures  
 Assist in preparing detailed work plans, project planning and budgeting for the projects.  
 Oversee project progress, reporting, monitoring, evaluation and financial reporting.  
 Support partner organizations especially in the areas of Empowerment, gender mainstreaming, Human Rights Based Approach, Do No Harm, participatory project planning and monitoring methods and advocacy strategies.  
 Review progress made towards the proposed work plan as well as the stated objective and results at project and program levels.  
 Arrange & conduct trainings, partner workshops, meetings as well as field visits by cfd headquarters staff.  
 Represent cfd in relevant networks and coordination structures.  
 Inform cfd on current developments in its fields of intervention.  
 Identify and suggest new projects and partners to cfd within the overall cfd programme strategy.

01/07/2016-01/02/2017

## Project Manager

### Language and Translation Agency – Pristina (Kosovo)

Oversee the full-cycle of project management and develop creative solutions to clients' language requirements  
 Carry out proofreading, coding, editing and translation (occasionally) as well as text analyses  
 Develop trusted partnerships with clients and colleagues by sharing expertise and offering support  
 Organising the staff working on a project  
 Ensuring that all the aims of the project and the quality standards are met  
 Recruiting specialists and sub-contractors  
 Monitoring sub-contractors to ensure guidelines are maintained  
 Overseeing the accounting, costing and billing.

15/09/2014–01/08/2015

## Communications

### United Nations Population Fund (UNFPA), Pristina (Kosovo)

Supported UNFPA Kosovo Office in developing/reviewing, updating and implementing communication and advocacy strategy.  
 Produced visibility / promo materials, including UNFPA Kosovo Office website, brochures, etc.  
 Maintained good media relations with local and international reporters, to enhance UNFPA visibility by educating the media about the organization's principal themes and country programmes.  
 Assisted the Kosovo office in organizing events, roundtables, interviews, including media events, such as press conferences, report launches, media breakfasts and media tours to project sites, and events for partners and donors.  
 Prepared updates on major national events, including political, social and economic developments, and natural and post-crisis situations.  
 Monitored media coverage of UNFPA and UNFPA mandate related stories in the country.  
 Represented UNFPA in the UNKT Communications Group.  
 Oversaw the activities implemented by Implementing Partners funded by UNFPA , and prepared finding reports  
 Ensured optimal communication flow and coordination between the Kosovo Office, partners, regional Office (RO) and HQ with respect to strategic regional information;  
 Reviewed and ensured conformity to the Fund's media guide, as well as guidelines and procedures in relation to all outgoing correspondence.

01/11/2011–30/11/2013

**Programme Associate - Social Policy Unit****UNICEF, Pristina (Kosovo)**

Supervised activities of UNICEF's implemented partners (local NGOs) in the area of youth, social policy and health;

Worked very closely with the Government of Kosovo in realization of human rights, through advocacy activities and training of governmental officials;

Collected information mainly from records and reports and prepared periodic and ad hoc reports on programme and project activities;

Organized and controlled plans for monitoring of project/programme implementation;

Managed requests for the provision of financial resources, through advance of funds, direct payments, or reimbursement using the FACE form;

Monitored financial resources and accounting to ensure accuracy and reliability of financial reports.

Worked closely with the operations unit in drafting office workflows related to the programme.

Contributed in drafting and implementing the HR strategy.

15/01/2009–30/09/2011

**Programme Officer****USAID Kosovo Anti-Trafficking Program – FHI360, Pristina (Kosovo)**

Provided overall program management and guidance to team members and consultants, including overall vision, strategy, and technical direction for the entire program;

Provided direct technical and operational oversight for achieving the goals of the program;

Coordinated with FHI home office and USAID on program planning, monitoring, and implementation;

Provided financial management and accountability of all program activities;

Supervised program personnel;

Monitored program progress in relation to agreements, work plans, timelines, and financial projections and maintains frequent contact with the home office, advising it about program progress and actual or potential problems;

Networked effectively with appropriate stakeholders to ensure successful program outcomes, especially with government institutions and relevant civil society organizations (both local and international);

Facilitated the process of drafting of the Minimum Standards for assisting Victims of Trafficking, as well as finalizing the document;

Conducted workshops with relevant stakeholders about implementation of the MSVOT;

Drafted a training handbook on Trafficking in Human Beings;

Provided trainings on Trafficking in Human Beings for youth organizations;

Drafted the Community Youth Mapping Report;

Prepared program reports and country operational plans;

In collaboration with home office technical staff, prepared strategies, program work plan and monitoring and evaluation plan;

Ensured that managerial, administrative, and financial procedures comply with provisions of the funder and organization regulation and policies;

Conducted regular on-site monitoring visits to partners; and program implementation sites.

01/02/2006–15/01/2009

**Project Coordinator****International Organization for Migration, Pristina (Kosovo)**

Supported the establishment of the National Coordinator office, including the Secretariat;

Developed ToRs for the National Coordinator and the Secretariat;

Supported the National Coordinator and the Secretariat to prepare and implement activities, including reporting;

Supervised the implementation of prevention based projects through Public Information and Awareness Raising activities targeting the general public and youth;

Developed linkage with the regional, national and international authorities, non-governmental organizations, service providers, and other agencies in the identified project sites as required by the project;

Organized relevant public events such as forum, roundtables, seminars, workshops, etc. in order to raise awareness and provide information in regards to trafficking;

Participated in preparation of the preventative information and awareness raising material to be distributed through the different media and community channels targeting the different level of local and international community;

Coordinated activities of technical co-operation in order to strengthen the assistance network for victims of trafficking such as supporting the helpline for victims of trafficking;

Coordinated training activities for media, non-Governmental and governmental actors, law enforcement in order to strengthen their capacity to prevent, detect and prosecute the crime of trafficking and other related;

Prepared call for proposals for local NGOs;

Monitored mini-projects implemented by local NGOs, with the main focus on prevention of trafficking in human beings;

Assisted the government of Kosovo in preparing and implementing the National Strategy and Action Plan Against Trafficking in Human Beings;

Provided training sessions on Trafficking in Human Beings for both governmental and non-governmental counterparts;

Implemented income generating activities for potential victims of trafficking, in cooperation with local authorities and NGOs.

Organized business skills training for potential victims of trafficking.

Prepared narrative and situation reports on the activities implementation as well as communications on the project;

Supervised project staff.

01/01/2001–31/12/2003

## **Education Manager**

### **ADRA Denmark, Pristina (Kosovo)**

Managed staffing and services of the organization

Developed proposals to be submitted to the donors

Developed weekly and monthly plans of activities, including monitoring and evaluation frameworks

Planned the exit strategy for the organization

Prepared/managed numerous training, conferences

Created, managed and monitored the network of teacher trainers from different organization in close cooperation with Ministry of Education Science and Technology (MEST)

Attended appropriate meetings of international and local NGO's

Worked closely and cooperated with Faculty of Education in the University of Pristina regarding Practice Teaching

Assessed the training needs, designed, developed, managed and supervised the implementation of training courses and programs, evaluates the financial implications of such, as well as their effectiveness (for the Teacher Training Network)

Developed a Teacher's Training Manual in cooperation with the project consultants

Developed an access database for Mentor Teachers and Teacher Trainers (handed over to MEST)

Maintained weekly and monthly financial reports, monitored cash flow, pay roll, staff records, and personnel time sheets

Worked closely with the Program Coordinator in preparing research questionnaires, and research analysis

Monitored and managed community based projects.

01/07/1999–31/12/2000

**Senior Project Coordinator**

**ADRA International, Pristina (Kosovo)**

Managed the Community Service Center (25 employees).  
 Liaised with other NGO's involved with Community Services and Shelter programmer.  
 Attended appropriate meetings of international and local NGO's. Responsible for developing a network of support dealing with returnees, refugees and extremely vulnerable cases.  
 Established work plans in conjunction with the regional coordinator and make weekly, monthly and six monthly reports to the coordinator for all activities accomplished.  
 Monitored the community workers assigned to the project center.  
 Monitored cash flow, pay roll, staff records, and personnel time sheets.  
 Assisted with emergency response as needed by KFOR, UNHCR, other NGO's or the IOM arrival center.  
 Monitored the needs of IDP's returning to Kosovo.  
 Assessed the needs of vulnerable families and individuals, distributing commodities.  
 Maintained written reports, daily and weekly.  
 Assisted IDP's that come to the referral center by referring them to the specific service providers that could assist them.  
 Managed information collection for all vulnerable families and individuals  
 Provided a follow up service to vulnerable families and individuals.  
 Followed up the consumption of assets and monitoring of expenses

**EDUCATION AND TRAINING**

**MA in Sociology**

**Bachelor degree on English Language and Literature**

**Trainings:**

- Project Monitoring and Evaluation – March 2010
- Human Resources Management – November 2009
- Project Management, American University of Kosovo – September, 2008
- Meeting Management, OSCE Prishtina – May 2003
- *Storyline* at Danish University of Education, Denmark – March, 2001
- European Union Project Cycle Management, Croatia –December, 2000
- Youth Crime Prevention, Mitrovice – September, 2000

**PERSONAL SKILLS**

Mother tongue(s) Albanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Serbian	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
 Common European Framework of Reference for Languages

**Communication skills** Great communication skills gained through my experience as communication officer in working with government and nongovernmental counterparts, media, other partners and UN agencies

Ability to communicate a concept differently so that all those present understand it at their level, gained during my experience while working with different target groups

Great skills in conveying to other a message without commanding or dictating terms gained during my management experience

Ability to provide specific details supported by concrete examples

In overall I possess great skills in being clear, concise, concrete, coherent, complete and courteous, when communication to the others, verbally or in written.

**Organisational / managerial skills** Excellent organizational skills, including: prioritizing and tracking tasks, meeting deadlines and time management, coordinating resources, etc.

Great managerial skills on planning and organizing daily/monthly and annual activities. Proven experience to achieve goals. Excellent team leader in influencing, leading, and delegating abilities. Ability to initiate/manage cross-functional teams and multi-disciplinary projects. Critical thinking, decision making and problem solving skills. Result oriented: Ability to achieve the target within given time.

**Computer skills** Microsoft Word; Excel; PowerPoint; Microsoft Outlook; Microsoft Publisher; Ethnograf (research analysis); Access; Vision; Internet.

**Other information** Conducted training modules for advocacy about implementation of the decentralization process.

Conducted research on decentralization of social services process.

Conducted Community Youth Mapping trainings for teachers and students in nine secondary schools of Kosovo as part of the ASSET - USAID project.

Conducted evaluation of project proposals awarded to local NGOs by the Ministry of Health in Kosovo.

Conducted evaluation of project proposals awarded to local NGOs by the Municipality of Prishtina.

Conducted training and workshops for Human Rights and Peace Building.

Conducted monitoring and evaluation of the Kwina Till Kwina project "Working with Women and Youth on dealing with the past" – implemented by NGO Artpolis.

Provided consultancy and conducted workshops for Counter Trafficking in Human Beings Issues to different international and local organizations.

Provided translation (English – Albanian and vice versa) for different companies through the Language Translation Agency.

Planned and prepared lessons for teaching English language at private preschool education institutions, using a range of interactive teaching methods to enhance learning.

Presented Kosovo in different international conferences.

**Driving licence** B

**References**

1. Elvira Rasimi – erasimi@gmail.com
2. Nina Hoessli - nina.hoessli@gmx.net
3. Holly Hughson - hollyhughson@gmail.com