



Sofija Zumrova

Date of birth: 25/03/1986 | **Nationality:** Macedonian/citizen of the Republic of North Macedonia | **Gender:** Female |

(+389) 71385044 | sofijazumrova@gmail.com | Panche Peshev 1A/26, 1480, Gevgelija, North Macedonia

● WORK EXPERIENCE

01/06/2010 – 31/12/2010 – Gevgelija, North Macedonia
VOLUNTEER – EUROPEAN FORUM NON-GOVERNMENTAL ORGANIZATION

Coordination and implementation of local projects.

01/01/2011 – 01/03/2011 – Gevgelija, North Macedonia
INTERN – TODORCO KARTOV LAW FIRM

Draft reports and contracts, legal advice to clients, contact with national institutions

01/06/2011 – 01/07/2012 – Gevgelija, North Macedonia
INTERN – COURT OF PRIMARY JURISDICTION GEVGELIJA

Legal verification of acts, a draft of courts reports, registration of legal acts and research in archives.

23/08/2015 – 28/02/2016 – Gevgelija, North Macedonia
FIELD LAWYER – MACEDONIAN YOUNG LAWYERS ASSOCIATION, SKOPJE

In charge of providing legal advice and assistance to asylum seekers, refugees, persons under subsidiary protection and stateless persons in procedure. Direct daily contact and communication with refugees and authorities. Monitoring and evaluation of overall situation and drafting reports for the task and services provided.

01/03/2016 – 31/12/2020 – Gevgelija, North Macedonia
PROTECTION ASSISTANT – UNHCR

- Preparing BPM (Daily, Weekly) Reports
- Maintain contact with all stakeholders (MYLA, MLSP, CMC, MOI, MLSP)
- Maintain reporting and desk research
- Field visits
- Protection/border monitoring and collecting information (maintaining contacts and communication on daily basis with local population within the villages at the southern border North Macedonia-Greece) on refugees/migrants on the move;
- Identification, referral and follow-up on individual protection cases;
- Ensuring the data collection on assistance provided is undertaken and monitored on regular basis;
- Provide counselling on protection issues to persons of concerns and liaise with competent authorities to ensure the insurance of personal and other relevant documentation and statement;
- Represent UNHCR in reception/registration sites; Coordination meetings, briefing and de-briefing, ensuring UNHCR observations and recommendations are taken into consideration;
- Liaise and build partnership with local authorities and communities related to persons under mandate;
- Monitor Standard Operating Procedures (SOP's) for all protection/solutions activities;
- Participate in individual protection case management including cases of SGBV and child protection. Monitor and report on cases of refoulement, expulsion and other protection incidents; drafting reports (daily, weekly), routine correspondence, updating relevant databases (Kobo tool – check and clear-up for BPM team south – UNHCR/MYLA) and compiling statistics for the protection unit;
- Contribute to initiatives to enhance national and local protection capacities and local integration of people of concern;
- Enforce integrity in the delivery of protection services by implementing partners;
- Conducting interviews/conversation under set of eligibility guidelines with listed groups at risk, and trying to identify among the people from Afghanistan, Pakistan, Syria, Iraq and Iran – as request data collection of mixed flows for requiring further guidance from RBE
- Awareness raising materials distribution at police points and migration hot spots
- As of 23 March 2020, UNHCR BPM team south has started community-based protection activities with displaying World Health Organization posters in different languages with essential information on protection



measures against COVID-19. In line with prior agreed and prepared plan, many locations (Governmental entities and villages) have been targeted as potential places for displaying the awareness posters in various languages (Arabic, Dari, Farsi, Urdu, Pashtu, English, Spanish, Russian, Turkish, and local languages Macedonian, Albanian and Roma).

- Establish communication with local administration on C-19 local measures,
- Maintain reporting and desk research;
- Mapping of volunteers
- Mapping exercise of key civil societies and NGO's presence and working at the southern border North Macedonia – Greece.

● EDUCATION AND TRAINING

01/09/1993 – 30/06/2001 – Miravci, Gevgelija, North Macedonia
PRIMARY DEGREE/GENERAL STUDIES – Primary School St.Kliment Ohridski

01/09/2001 – 30/06/2004 – Shtip, North Macedonia
SPECIALIZED HIGH SCHOOL OBSTETRIC DEGREE/OBSTETRIC STUDIES – DSMU Jane Sandanski

01/09/2004 – 30/06/2009 – Skopje, North Macedonia
LAW DEGREE/LEGAL STUDIES – "Ss. Cyril and Methodius" University, Faculty of Law Iustinianus Primus

● LANGUAGE SKILLS

Mother tongue(s): MACEDONIAN

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2
FRENCH	B1	B1	B1	B1	B1
SERBIAN	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Computer skills

Microsoft Word | Microsoft Excel | Social Media | Microsoft Powerpoint | Internet user | Zoom | Outlook | Microsoft Teams | Microsoft Office | Power Point

Personal and team skills

Organizational and planning skills | Good listener and communicator | Reliability | Responsibility | Critical thinking | Data analysis | Motivated | Strategic Planning | Analytical skills | Creativity | Conflict resolution | Team-work oriented | Written and Verbal skills | Decision-making

● DRIVING LICENCE

Driving Licence: B