

PERSONAL INFORMATION

Name **HADŽIAHMETOVIĆ EDINA**
Address **8/I Titova, Sarajevo 71000, Bosnia and Herzegovina**
Telephone **+387 62 816 851**
E-mail **edinahadziahmetovic@yahoo.com**

Nationality **Bosnian**

WORK EXPERIENCE

- Dates (from – to) 4 October, 2014 - onwards
 - Name and address of employer International University of Sarajevo (IUS), 15. Hrasnicka cesta, Sarajevo
 - Type of business or sector quality assurance in higher education
 - Occupation or position held **Manager of Quality Assurance Office**
 - Main activities and responsibilities
 - Proposing University policies for quality enhancement
 - Reviewing of quality of teaching, research and administration
 - Actively participating in national and international networks for quality assurance in higher education (European University Association EUA, EU-funded Twinning Project for Strengthening Institutional Capacity for Quality Assurance)
 - Providing training and guidance to the university staff on the criteria for accreditation processes
 - Ensuring harmonisation of IUS quality assurance standards with European Standards and guidelines (ESG) and national legal framework in higher education
 - Lead ISO9001 re- certification team as the General Secretariat Representative for Quality
 - Preparing and organising seminars in the field of quality assurance enhancement in higher education
 - Carrying out academic staff evaluation procedures and student satisfaction surveys
 - Proposing professional development of the teaching and administrative staff
 - Data analyses and report writing
-
- Dates (from – to) 4 November, 2013 – 4 October, 2014
 - Name and address of employer International University of Sarajevo, 15. Hrasnicka cesta, Ilidza, Sarajevo
 - Type of business or sector quality assurance in higher education
 - Occupation or position held **Quality Assurance Office Manager's Assistant**
 - Main activities and responsibilities
 - Carrying out and preparing analyses of student surveys
 - Providing guidance to study programmes on setting internal quality procedures

Participation in institutional accreditation process
Carrying out survey of administrative staff and preparing recommendations to the management.

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

25 September, 2010 – 1 July, 2013

Australian International School – Multinational Section (MNS), Kingdom of Saudi Arabia
teacher training, teaching (Expatriate, following husband on a UN mission)
Assessor Cambridge International Examination (CIE), Trainer and IGCSE Teacher
-Development of *train the trainers* programme within the Multinational School, tutoring the internal personnel on training methodologies and techniques, setting up the MNS' English Teaching Program with specific attention to Students with Learning Support needs.

-Provision of support in drafting reports and running IGCSE mock exams in accordance with the CIE requirements: reading and writing, listening and oral exams. Grading tests and mock exams in accordance with the CIE requirements.

Reference: Ms.Claire Harris, Principal CSS, Multinational School Riyadh (MNS), claire.harris@mns-r.com

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

March, 2005 – 31 July, 2010

EKN, SIDA and USAID Governance Accountability Project (GAP), Phase I and II
public procurement

Public Procurement and Contracting Specialist

The Project's (implemented by Development Alternatives (DAI) and Chemonics International respectively) aim was to strengthen the relationship between citizens and local governments, improving the ability of municipal governments to provide better services and more effectively management of their resources.

-Responsible for the entire Procurement Strategy of Governance Accountability Project (GAP), in compliance with both USAID acquisition regulations/SIDA Procurement Guidelines (SPG) as well the BiH Procurement Law, to assist partner municipalities in analysing requirements and responsibility, through training and problem solving sessions, including the design and development of training methodologies and systems.

-Responsible for the local government capacity building and policy reforms related to the BiH public procurement process, including the application of BiH procurement laws at the municipal level through training programs.

-Supported the awareness raising activities, through the design and moderation of public discussions on practical implementation of PPL in Banja Luka, Mostar and Sarajevo. Key findings and comments were delivered to BH Public Procurement Agency (PPA)

-Drafting of tender documents, procurement notices, evaluation reports, negotiation, contracts and purchases orders; maintenance of procurement and contract records and documentation.

-Training consultant for the GAP Capital Investment Grants, responsible for providing technical assistance to 72 BH GAP partner municipalities which included design and delivery of trainings programs on BiH Public Procurement Law, building grantee's (municipal) capacities in the area of public procurement, assistance in conducting tendering procedures in accordance with BH PPL.

-Sharing best practices/lessons learned among grantees (mostly municipalities but also CSO), cooperation with the relevant stake holders i.e. government bodies in charge of procurement, cooperation with international organizations and projects dealing with public procurement legislation (EUPPP).

Reference, GAP Phase I and II: Ms. Anesa Sehalic – Dizdarevic, UNW National Coordinator

Reference, GAP Phase II: Prof.Dr.Dana Frey, University of Minneapolis, Minnesota USA:
danafrey@yahoo.com

Reference, GAP Phase I: Mr. Rudy F. Runko, Chief of Party, Local Governance Project, Cairo Egypt, jpquinness@yahoo.com

- Dates (from – to) 09/2009
- Name and address of employer EU funded: OECD/Sigma, Paris, France
 - Type of business or sector public procurement
 - Occupation or position held **Public Procurement Consultant and Trainer**
- Main activities and responsibilities Participated as Consultant and Trainer to the EU funded Pilot Training Programme in Public Procurement for representatives from the IPA countries, providing feedback and inputs on training modules prepared by OECD Sigma, including: legislative framework, basic concepts, procurement cycle, public procurement procedures and techniques, setting the award criteria and contract management.
- [References: Ms. Djinita Foco, PPA Director: djinita.foco@javnenabavke.ba](mailto:djinita.foco@javnenabavke.ba); [Mr. Marian Lemke: marian.lemke@oecd.org](mailto:marian.lemke@oecd.org)

- Dates (from – to) 09/2001 – 10/2004
- Name and address of employer USAID World Learning STAR Network
 - Type of business or sector project management
 - Occupation or position held **Project Coordinator for BiH**
- Main activities and responsibilities World Learning STAR Network, funded by USAID, supported the project of developing capacities of women-owned, small scale businesses through raising awareness of women entrepreneurship, education and match making. The Project aimed to establishing an association of women small business owners: BH Women Economic Network (BHWEN), later on sponsored by the US Embassy and membership fees.
 - Responsible for the overall Country Project coordination and management, including the requirements definition, selection and training of personnel; Responsible for the grant management including procurement supervision (in accordance with USAID guidelines).
 - Drafting of the Program and Budget proposal, supervision of program activities implementation, designing, delivery and supervision of trainings to the beneficiary organisations, such as business planning, credit operations budget oversight, project cycle, marketing, cross-border business cooperation.
 - Responsible for preparation of quarterly and annual work plans and reports to USAID, developing performance monitoring plan and evaluation criteria, collaboration with international and local organizations, cooperation with civil society and government institutions, representation of the organisation at senior level in national and international arena.
- [Reference, GAP Phase II: Prof.Dr.Dana Frey, University of Minneapolis, Minnesota USA: danafrey@yahoo.com](mailto:danafrey@yahoo.com)
- [Reference, GAP Phase I: Mr. Rudy F. Runko, Chief of Party, Local Governance Project, Cairo Egypt, ipaguinness@yahoo.com](mailto:ipaguinness@yahoo.com)

- Dates (from – to) 01/1999 – 08/2001
- Name and address of employer Federal Institute of Programming of Development, Government of BiH,
43 Alipasina, Sarajevo
 - Type of business or sector international cooperation
 - Occupation or position held **Advisor for International Cooperation Projects**
- Main activities and responsibilities -Assisting the Bureau's management at the meetings/conferences with various international organizations, in charge of reporting to the international donors partnering with the Bureau (e.g. JICA - Japan International Cooperation Agency), as a team member working on preparation of reports and outputs for the government sessions, economic measures and policy

recommendations. Team leader for first CEDAW Report to UN General Assembly.

Reference: Prof.Dr.JasminaAhmetbasic, Free Lance Consultant,
jasminaahmetbasic@gmail.com

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

March, 2005 – 31 July, 2010

EU OBNOVA funded Industrial Development Project, Sarajevo
development of women entrepreneurship

Office Coordinator

-The Development of Women Entrepreneurship component was implemented by the Italian Association of Women Entrepreneurs AIDDA under the umbrella of Femmes Chefs d'Entreprises Mondiales (FCEM).

-Overall office and project coordination, budget supervision, reporting to the Project Director and Project Officer, conference preparations, work planning, reporting, representing the project in local and international arena.

Reference: Ms. Bruna Masella Alexander, Entrepreneur, bruna322@gmail.com, tel. 0039 335 637 30 66

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
 - Level in national classification (if appropriate)

September 2001 – December 2003

Centre for Interdisciplinary Postgraduate Studies (CIPS), University of Sarajevo in cooperation with University of Bologna (IT), Sussex University and London Schools of Economics (LSE)

European Studies, interdisciplinary (economy and law)

Master degree in European Studies

EQF Level 7

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded
 - Level in national classification (if appropriate)

September 1994 – September 1998

University of Sarajevo, Faculty of Philosophy

English language and literature

Bachelor Degree: English Language and Literature

EQF Level 6/7

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
 - Title of qualification awarded

2005 and October 2013

1. EU Public Procurement Program Public

2. GIZ in cooperation with Public Procurement Agency of Bosnia and Herzegovina

EU legislative FMW, Public Procurement cycles, procedures and techniques, Contract Management, Setting and Implementation of Award Criteria

Certified Trainer in Public Procurement Law

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered

August, 2014

Duke University (Coursera MOOC)

Verified Certificate with distinction

English Composition I: Achieving Expertise

Last update: 2016

• Title of qualification awarded Verify at coursera.org/verify/RN2973HYM4

• Dates (from – to) January, 2015
• Name and type of organization providing education and training The European Union's IPA Programme for Bosnia and Herzegovina
• Principal subjects/occupational skills covered Certificate of participation
 Institutional capacity for quality assurance in higher education

**PERSONAL SKILLS
AND COMPETENCES**

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

MOTHER TONGUE **Bosnian/Croatian/Serbian**

OTHER LANGUAGES

• Reading skills **English Language**
 excellent
• Writing skills excellent
• Verbal skills excellent

SOCIAL SKILLS have worked successfully with diverse groups of people in multicultural environments; a well-
AND COMPETENCES travelled person; people easily relate to me and generally find me as very cooperative, easy-
 going, and reliable person.

ORGANISATIONAL SKILLS in my capacity as a trainer I received comments such as "effective and well-organised
AND COMPETENCES communicator who is able to demonstrate the subject matter in accurate and clear manner."

TECHNICAL SKILLS fully computer literate in MS Office applications (Word, Excel, Power Point, Outlook), Internet,
AND COMPETENCES Active Inspire Software, Smart Board (advanced user). Proficient in report drafting;..]
*With computers, specific kinds of
equipment, machinery, etc.*

ARTISTIC SKILLS I enjoy painting and have been drawing and painting since my early childhood. I participated in
AND COMPETENCES three group exhibitions of amateur painters in Sarajevo and Riyadh.
Music, writing, design, etc.

OTHER SKILLS Very interested in EU policies and BiH candidature to membership.
AND COMPETENCES

Competences not mentioned above.

DRIVING LICENCE(S) B

ADDITIONAL INFORMATION

- a. 2014, Participation to EU Twinning Project "Strengthening Institutional Capacity for Quality Assurance"
- b. 2012, Cambridge International Examination, IGCSE Examiner, English as a Second Language (online);
- c. 2010, Participation to the training session *EU Processes, Procedures, and Examples of Best Practice in accessing EU Financial Support Instruments*.
- d. 2004, USAID Certificate of Attendance and Achievement, Urban Institute in Sarajevo, in:
 - *Communication and PR of Research Methods*
 - *Program Evaluation Course*
 - *Training in Socio-Economic Analyses*
- e. 1998/1999, Certificate on Basic Economic and Financial Analyses, Business Planning and Marketing, provided by the Industrial Development Program, *Development of Women Entrepreneurship*, EU Phare, Sarajevo.