



CURRICULUM VITAE

POSITION REFERENCE NUMBER & TITLE

PERSONAL INFORMATION

Name	JELENA PROHASKA
Address	Relje Krilatice 5, 78.000 Banja Luka
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Nationality at birth	BiH
Present nationality	BiH

Date of birth [DAY, month, year]	31 March 1975
Place of birth	SARAJEVO

Sex	Male <input type="checkbox"/>	Female <input checked="" type="checkbox"/>
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Marital status	Single <input type="checkbox"/>	Married <input checked="" type="checkbox"/>	Widowed <input type="checkbox"/>	Divorced <input type="checkbox"/>	Separated <input type="checkbox"/>
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Dependants					
Name	Matej Prohaska				
Date of birth [Day, month, year]	30 October 2008				
Relationship	Son				

WORK EXPERIENCE

REFERENCES RELEVANT FOR THIS ASSIGNMENT

Relevant experience in providing technical assistance

- Providing technical assistance to municipal development teams and other stakeholders involved in strategic planning process in strategic local development planning for municipalities Doboj (2006-2006), Doboj Istok (2006-2006), Usora (2006-2006), Petrovo (2006-2006), Laktasi (2007), Istocna Ilidza (2007), Mrkonjic Grad (2007), Trebinje (2008), Sipovo (2009) which included delivery or facilitation of at least 3 coaching sessions per municipality, such as meetings, workshops, and advisory sessions on topics that include strategic local development planning, strategic sectoral development planning (i.e. economic, social, environmental, labour market, and infrastructure).

- Participation in drafting local development strategies in municipalities Doboj (2006-2006), Doboj Istok (2006-2006), Usora (2006-2006), Petrovo (2006-2006), Laktasi (2007), Istocna Ilidza (2007), Mrkonjic Grad (2007), Trebinje (2008), Sipovo (2009).

- Participation in development of methodological framework for integrated and inclusive local development planning in BiH (2008-2009).
- Design of NW BiH Regional Development Strategy (2004).
- Experience in leading teams and groups of experts in projects related to local self-governance, local socio-economic development (more details on projects can be found under *Relevant managerial experience*).

Relevant experience in providing training assistance

- Delivery of practical training events for municipal development teams and other stakeholders involved in strategic planning process, in strategic local development planning for municipalities Doboj (2006-2007), Doboj Istok (2006-2007), Usora (2006-2007), Petrovo (2006-2007), Laktasi (2007), Istocna Ilidza (2007), Mrkonjic Grad (2007), Trebinje (2008), Sipovo (2009), with at least 3 one-day training courses for these municipalities, on topics including: strategic local development and strategic sectoral development (i.e. economic, social, environmental, labour market, and infrastructure, which all were important aspects covered in preparation of development strategies in these municipalities, where strategy building process in each municipality included providing training covering these topics, to municipal development teams.
- Providing training for municipal development teams in the frame of establishing local offices for managing development in municipalities Doboj, Doboj Istok, Usora, Petrovo, Laktasi in the period 2006 – 2007, with at least 3 one-day training courses for each municipality on topics including planning of operationalization and implementation of strategic local development and strategic sectoral development plans i.e. economic, social, environmental, labour market, and infrastructure, which all were important aspects covered in capacity building of these offices in municipalities.
- Preparation of the training course on the standardised local development planning methodology for Bosnia and Herzegovina for municipalities in 4 ILDP clusters, local and regional development agencies, non-governmental organizations and training providers engaged in local development, representatives of relevant Standing Boards of entity Associations of Municipalities and Cities and ILDP team, representatives of public institutions/agencies at state, entity, and cantonal levels engaged in local development and local self-government, and representatives of donor organizations directly involved and applying local development planning interventions/programmes – 7 training courses.

Relevant managerial experience

- Framework for inclusive and effective local development in BIH – FIELD – Team leader (project value 265.992 KM, 2007 – 2009)
- Establishing capacities and capacity building for managing local development in municipalities Doboj, Doboj Istok, Petrovo and Usora – Team leader – 2007, (project value 57.587 KM).
- Providing consultancy services and training for regular evaluation of satisfaction of users of public utility services that are under authority of the Department for utilities and housing issues and traffic of the City of Banja Luka (Team leader, 2009, project value 46 200 KM)
- Design of local economic development strategies – Team leader for Istočna Ilidža - 2007 (project value 29.952 KM),
- Design of local economic development strategies – Team leader for Laktaši – 2007 (project value 30.745 KM),

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Developed ability to provide facilitation and coaching support to small groups and groups of up to 25 participants and workshops, to support individual and group practical work and offer advice and guidance relevant to all phases of strategic planning, including Strategic Platform (Situation Analysis, Formulation and development of the vision and strategic objectives and setting the grounds for sectoral planning and programming), Elaboration of the sectoral plans, i.e. local economic, social, and environmental development plan, and Operational Phase, i.e. operationalisation of local development strategy (implementation, financial and organizational plans), project development: step-by-step, as well as the ability to draft parts of local strategic planning documents, with competency and experience in strategic focusing, SWOT analysis and derivation of local objectives and priorities. Also, ability to work in participatory and team manner, to assume role of lead trainer ensuring smooth delivery of practical, inter-active training in corresponding topic, to facilitate practical exercises, offer useful advice and guidance in an appropriate manner within the area of local development strategic planning.

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

• Dates (from – to)	May 2006 - present
• Name and address of employer	EDA Development Agency, Banja Luka
• Type of business or sector	Consultancy and Training, NGO sector
• Occupation or position held	Socio-economic Analysis Expert (initially engaged as Consultant / Researcher)
• Main activities and responsibilities	<p>Providing advisory, methodological and technical support to municipalities for local development strategies creation and their implementation.</p> <p>Providing coaching, facilitation, different practical and inter-active trainings (to small groups and groups up to 24 persons) and workshops to municipal development teams and members of partnership groups related to strategic platform, local economic and social planning, operationalisation of local strategy, situation analysis.</p> <p>Doboj, Doboj Istok, Petrovo and Usora during 2006 and 2007, Laktaši and Istočna Ilidža during 2007, Mrkonjić Grad during 2007, Trebinje during 2008, Šipovo during 2009.</p> <p>Drafting parts of local development strategies using capacities and experience of local development teams.</p> <p>Providing coaching, facilitation, different practical and inter-active trainings (to small groups and groups up to 24 persons) and workshops to municipal development teams related to implementation of the local strategies in the following municipalities:</p> <p>Doboj, Doboj Istok, Petrovo and Usora during 2007, Laktaši during 2007, Modriča and Gračanica during 2009.</p> <p>Providing trainings related to policy researches and analysis for decision makers in the social inclusion area of competencies (from Ministries, institutes, NGOs...).</p>

• Dates (from – to)	2005 –2007 (short-term consultant)
• Name and address of employer	The World Bank Group, Washington and Sarajevo
• Type of business or sector	The World Bank Group
• Occupation or position held	Analyst / Researcher
• Main activities and responsibilities	<p>Conducting analysis for the purposes of poverty assessment in Bosnia and Herzegovina;</p> <p>Preparation of analytical reports and poverty analysis.</p>

• Dates (from – to)	December 2004 – April 2006
• Name and address of employer	Accredited Regional Development Agency of North West Region, Banja Luka
• Type of business or sector	NGO sector (financed by EU)
• Occupation or position held	Strategy Planning Manager
• Main activities and responsibilities	<p>Strategic planning of regional and local development (responsible for preparation and implementation of regional strategy);</p> <p>Providing trainings to municipalities related to situation analysis, strategic platform, local economic and social planning and operationalisation of local development strategy.</p>

	<ul style="list-style-type: none"> Support to local governance and NGOs for planning and managing development; Preparation of analysis needed for programming of donor support; Coordination of investors and donors and channelling funds for the implementation of the strategies.
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• Dates (from – to)	April 2002 – May 2002
• Name and address of employer	Agency for Statistics of B&H / United Nations Development Programme
• Type of business or sector	BH State agency and UNDP, Sarajevo
• Occupation or position held	LSMS National Consultant
• Main activities and responsibilities	Conducting analysis of the data from Living standard measurement survey (LSMS) for the purposes of analysis necessary for the Poverty Reduction Strategy Paper preparation; Preparation of the LSMS publication.

• Dates (from – to)	November 2001 – December 2004
• Name and address of employer	Agency for Statistics of B&H, Sarajevo
• Type of business or sector	Statistics, BH State agency
• Occupation or position held	Coordinator of the Household Budget Survey (project financed by ISTAT- Italian Statistical Office) Expert (Viši stručni saradnik) for Sample Surveys and Sampling Techniques
• Main activities and responsibilities	Coordination of household budget survey; design, implementation and data processing and analysis; Preparation of methodology for statistical surveys and sample surveys; Using mathematical methods in analysis of statistical indicators; Application of theory and practice of EU statistical system to B&H.

• Dates (from – to)	November 1999 – November 2001
• Name and address of employer	Agency for Statistics of B&H, Sarajevo
• Type of business or sector	Statistics, BH State agency
• Occupation or position held	Research Fellow (Stručni saradnik) for Economic Statistics
• Main activities and responsibilities	Organization of household surveys: design, implementation and data analysis; Preparation of methodology and conducting statistical surveys for the following areas: agriculture, industry, transport and communications and forestry; Application of theory and practice of EU statistical system to BH.

• Dates (from – to)	November 1998 – November 1999
• Name and address of employer	Agency for Statistics of B&H, Sarajevo
• Type of business or sector	Statistics, BH State agency
• Occupation or position held	Accountant
• Main activities and responsibilities	Responsible for all tasks related to accounting (preparing financial plans and reports, paying,...)

EDUCATION AND TRAINING

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

• Dates (from – to)	1994 - 1998
• Name and type of organization providing education and training	Faculty of Economy, University of East Sarajevo
• Principal subjects/occupational skills covered	Economics (Started Postgraduate studies with focus on World Trade and European Union from 2006)
• Title of qualification awarded	BA Degree in Economics (Masters degree to be obtained)
• Level in national classification (if appropriate)	VII

• Dates (from – to)	September 2007
• Name and type of organization providing education and training	CEPOS, The Urban Institute (Washington DC)
• Principal subjects/occupational skills covered	Workshop: Policy research and studies
• Title of qualification awarded	Certified Policy Researcher
• Level in national classification (if appropriate)	N/A

• Dates (from – to)	Period 2005-2006
• Name and type of organization providing education and training	EU RED (EU Regional Development Programme)
• Principal subjects/occupational skills covered	Facilitating Strategy Building Process in local governance Project Cycle Management Regional and Local Development Training on Finance for non-financial managers
• Title of qualification awarded	N/A
• Level in national classification (if appropriate)	N/A

• Dates (from – to)	June- July, 2003
• Name and type of organization providing education and training	The World Bank Institute and Central European University, Budapest
• Principal subjects/occupational skills covered	Basic Poverty Measurement and Diagnostics Course
• Title of qualification awarded	Certified Poverty Analyst
• Level in national classification (if appropriate)	N/A

• Dates (from – to)	August – September 1999
• Name and type of organization providing education and training	The United States Department of Labour, Bureau of Labour Statistics, Washington DC, USA
• Principal subjects/occupational skills covered	Training of Trainers, Projecting Tomorrow's Workforce Needs
• Title of qualification awarded	Trainer
• Level in national classification (if appropriate)	N/A

• Dates (from – to)	Period 1998-2004
• Name and type of organization providing education and training	CESD ROMA and The European Commission in BiH
• Principal subjects/occupational skills covered	<i>Many courses, seminars and conferences abroad and in the country for different statistical areas. STATA, Program for statistical analyses, SPSS- Software for data analyses</i>
• Title of qualification awarded	N/A
• Level in national classification (if appropriate)	N/A

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PERSONAL SKILLS AND COMPETENCES
Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE: Serbian / Bosnian

OTHER LANGUAGES

[Indicate level: excellent, good, basic.]

[Specify language]	English				
• Reading skills	Excellent				
• Writing skills	Excellent				
• Verbal skills	Excellent				

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.

ANALYTICAL SKILLS,
 COMMUNICATION SKILLS

ORGANIZATIONAL 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.

DEVELOPED DECISION MAKING SKILLS AND STRONG SENSE OF RESPONSIBILITY;
 DEVELOPED MANAGEMENT SKILLS THROUGH PRACTICAL EXPERIENCE IN MANAGING STRATEGY IMPLEMENTATION IN RDA, COORDINATION OF WORK OF CONSULTANTS AND LOCAL PARTNERS IN DIFFERENT PROJECTS AND COORDINATION OF SURVEYS IN STATISTICAL AGENCY (OVER ONE HUNDRED PEOPLE INVOLVED IN SURVEY IMPLEMENTATION);
 PROJECT CYCLE MANAGEMENT SKILLS

TECHNICAL SKILLS AND COMPETENCES
With computers, specific kinds of equipment, machinery, etc.

EXCELLENT COMMAND OF MICROSOFT OFFICE, MS PROJECT, SPSS, STATA
 TRAINING AND PRESENTATION TOOLS

ARTISTIC SKILLS AND COMPETENCES
Music, writing, design, etc.

OTHER SKILLS AND COMPETENCES
Competences not mentioned above.

Ability to provide facilitation and coaching support to small groups of participants and workshops;
 Ability to support individual and group practical work and offer advice and guidance relevant to the preparation of the strategic platform;
 Ability to support individual and group practical work relevant to local economic planning offer useful advice and guidance relevant to this area;
 Competency and experience in local economic development analysis and planning;
 Ability to work in participatory and team manner.
 Ability to assume role of lead trainer and to ensure smooth delivery of training;
 Ability to deliver practical, inter-active training;
 Ability to facilitate practical exercises, offer useful advice and guidance in an appropriate manner;
 Competency and experience in situation analysis, data collection and analytical methods and processes.

DRIVING LICENCE (s): Category B

ADDITIONAL INFORMATION

ANNEXES