

EUROPEAN CURRICULUM VITAE FORMAT



PERSONAL INFORMATION

Name	Zlatko Talevski
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E-mail	talevskiz@yahoo.com
Citizenship	Macedonian
Date of birth	07/07/1973

WORK EXPERIENCE

- Dates (from – to) **AUGUST 2002- PRESENT**
- Name and address of employer Youth cultural center- Bitola, Car Samuil 29 Bitola 7000 Macedonia
- Type of business or sector NGO
- Occupation or position held Executive director
- Main activities and responsibilities Legal representation, organization of 8 staff members, public relations, financial management, fundraising, program and projects implementation, training and consultancy for members. Responsible for strategic management of organization, creating programme, procedures and policies, representing organization on various levels including media, maintaining contacts with partners and stakeholders, monitoring and evaluation of organization performance, human resource management, organizing meetings of governing bodies.

- Dates (from – to) **NOVEMBER 2003- PRESENT**
- Name and address of employer **South East European Youth Network**, Kemala Kapetanovića 19, 71 000 Sarajevo, Bosnia and Herzegovina
- Type of business or sector International NGO
- Occupation or position held Member of SEEYN Steering Board, August 2005 - ongoing
Trainer of SEEYN Training Centre, February 2006 - ongoing
Member of Executive Committee, April 2004 – August 2005
Representative of member organizations, since 2003
- Main activities and responsibilities Responsible for strategic management of overall network, creating network programmes, procedures and policies of the network, assessing project proposals and deciding on distribution of funds, monitoring and evaluation of network performance, trainer expert for project management, volunteer management, strategic planning, evaluation and monitoring,

- Dates (from – to) **AUGUST 2002- PRESENT**
- Name and address of employer **Citizen's Association MOST**, Drezdenska 9, 1000 Skopje, Macedonia
- Type of business or sector National NGO
- Occupation or position held Regional coordinator for elections monitoring
- Main activities and responsibilities Responsible for recruitment, training and placement of volunteers (4 campaigns over 1 100 volunteers), public relations with local media, reporting from election campaign and election poll

stations, organized five public debates with members of Parliament and citizens

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

OCTOBER 1998- AUGUST 2001

Youth cultural association, Kiril i Metodij 4, 7000 Bitola, Macedonia
NGO

Program manager

Responsible for development and coordination of projects, delivered trainings for members on project management, presentation skills and team work, developed three year programme financed by European cultural foundation and Foundation open society institute Macedonia in total of 45.000 USD

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

OCTOBER 1995- OCTOBER 1998

AIESEC Macedonia, Faculty of Economy Skopje, 1000 Skopje, Macedonia
Faculty of Economy- Prilep, 7500 Prilep, Macedonia

International student association- NGO

Member of National Trainers Team (NTT) October 1997- October 1998

Member of organizing committees on national and international seminars

Vice president for human resources in local committee Prilep, Macedonia October 1996- October 1997

Regular member and activist

- Main activities and responsibilities

Responsible for organizing and delivering trainings for students on motivation and leadership seminars. Member of organizing committee on three national and one international (EUROX 1997 in Siofok, Hungary) student seminars. Human resources management in local committee, organized and coordinated campaigns for student recruitment and developed system for monitoring of members' performance.

EDUCATION AND TRAINING

CONSULTANCY AND TRAININGS CONDUCTED

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

20-28 April 2009 March 2008

Training course for young trainers in European and local youth activities 2nd leg with support of EC Youth in Action Programme

25 participants from 19 European countries, sessions on self- directed learning and tools for recognition of non formal education, learning styles, group dynamics, motivation and participation, presentation and facilitation skills, training programme design and training methodologies, develop training session plans and deliver training activities, methods for intercultural learning.

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

20 – 28 February 2009

Training course for young trainers in European and local youth activities 1st leg with support of EC Youth in Action Programme

29 participants from 23 European countries, sessions on self- directed learning and tools for recognition of non formal education, learning styles, group dynamics, motivation and participation, presentation and facilitation skills, training programme design and training methodologies, develop training session plans and deliver training activities, methods for intercultural learning.

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

15- 16 March 2008

Training course on “Volunteer management” for NGO Wings of Hope - Sarajevo Bosnia and Hercegovina with support of SEEYN (NGO)

12 participants, sessions on basic values and concepts of voluntarism, effective steps in volunteer management, mentorship, supervision and recognition of volunteers

- Dates (from – to)
- Name and type of organisation providing education and training

08- 09 March 2008

Training course on “Volunteer management” for NGO Youth club- Stip, Macedonia with support of SEEYN (NGO)

- Principal subjects/occupational skills covered 15 participants, sessions on basic values and concepts of voluntarism, effective steps in volunteer management, mentorship, supervision and recognition of volunteers
- Dates (from – to) 01- 02 March 2008
- Name and type of organisation providing education and training **Training course on “Volunteer management”** for NGO SPPMD- Kavadarci, Macedonia with support of SEEYN (NGO)
- Principal subjects/occupational skills covered 25 participants, sessions on basic values and concepts of voluntarism, effective steps in volunteer management, mentorship, supervision and recognition of volunteers
- Dates (from – to) 23- 24 February 2008
- Name and type of organisation providing education and training **Training course on “Volunteer management”** for NGO VESTA - Tuzla, Bosnia and Hercegovina with support of SEEYN (NGO)
- Principal subjects/occupational skills covered 9 participants, sessions on basic values and concepts of voluntarism, effective steps in volunteer management, mentorship, supervision and recognition of volunteers
- Dates (from – to) 09- 10 February 2008
- Name and type of organisation providing education and training **Training course on “Project cycle management and project proposal writing”** for NGO Womens Association Sveti Nikole, Macedonia with support of SEEYN (NGO)
- Principal subjects/occupational skills covered 25 participants. Sessions on basic principles of project cycle management, project planning, elements of project proposals, project proposal writing.
- Dates (from – to) 23- 24 January 2008
- Name and type of organisation providing education and training **Training course on “Project cycle management and project proposal writing”** for NGO Youth Forum- Bitola, Macedonia with support of SEEYN (NGO)
- Principal subjects/occupational skills covered 8 participants. Sessions on basic principles of project cycle management, project planning, elements of project proposals, project proposal writing.
- Dates (from – to) November 2007
- Name and type of organisation providing education and training **Training course on “Team building”**, Bitola, Skopje and Ohrid high school volunteer clubs, Macedonia, YCC- Bitola, DEM- Skopje with support of SEEYN (NGO)
- Principal subjects/occupational skills covered Three trainings with 60 participants; sessions on team work, team task and maintenance, team rules and personal development ant the team.
- Dates (from – to) [02-08 October 2007]
- Name and type of organisation providing education and training **Training course on “European Voluntary Service in SEE”**, Livno, Bosnia and Herzegovina SEEYN with support of EC Youth in Action (NGO)
- Principal subjects/occupational skills covered 30 international participants; sessions on volunteer management, project management, active participation, stereotypes and prejudices, Youth in Action and EVS programme framework
- Dates (from – to) [24-29 May 2007]
- Name and type of organisation providing education and training **Training course for “Leaders of international volunteer work camps”**, Pelister, Bitola Macedonia. Youth cultural center- Bitola, Macedonia NGO with support of SEEYN
- Principal subjects/occupational skills covered 12 participants prepared to be group leaders, sessions on active participation, conflict management, intercultural learning, project management, communication and media.
- Dates (from – to) [March- April 2007]
- Name and type of organisation providing education and training **Training course on “Project cycle management and project proposal writing”**, Bitola, Skopje and Ohrid high school volunteer clubs, Macedonia, YCC- Bitola, DEM- Skopje with support of SEEYN (NGO)
- Principal subjects/occupational skills covered Three trainings with 80 participants; sessions on basic principles of project cycle management, project planning, elements of project proposals, project proposal writing.
- Dates (from – to) [01-02 December 2006]

- Name and type of organisation providing education and training
 - Principal subjects/occupational skills covered
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- Training course on “Project cycle management and project proposal writing”** ADI - Gostivar Macedonia with support of SEEYN (NGO)
15 participants. Sessions on basic principles of project cycle management, project planning, elements of project proposals, project proposal writing.
[04-05 November 2006]
- Consultancy on “Monitoring and evaluation”** MJAFT! Tirana, Albania with support of SEEYN (NGO)
3 staff members got introduction to basic concepts and definitions of M & E, types of evaluations and key indicators, M & E tools and M & E working plan development.
[28-29 October 2006]
- Training course on “Project cycle management and project proposal writing”** First Children’s Embassy “Megjasi” Skopje, Macedonia with support of SEEYN (NGO)
20 participants attending sessions on basic principles of project cycle management, project planning, elements of project proposals, project proposal writing.
[11-12 September 2006]
- Training on “Monitoring and evaluation”** VCZ- Zagreb, Croatia with support of SEEYN (NGO)
12 staff members and volunteers got introduction to basic concepts and definitions of M & E, types of evaluations and key indicators, M & E tools and M & E working plan development.
[04-05 September 2006]
- Training course on “Project cycle management and project proposal writing”** Albanian youth council- Tirana, Albania with support of SEEYN (NGO)
20 participants attending sessions on basic principles of project cycle management, project planning, elements of project proposals, project proposal writing.
- March- June 2006
Consultancy and training for member of National Steering Committee for implementation of youth strategy in Macedonia. British Council and Together for Youth project financed by EAR
Responsible for training needs assessment and training design. Delivered capacity building trainings for 25 participants (both form NGO’s and state institutions) on strategic planning, time management, team building, action planning, PR and advocacy.
- [01-02 December 2005]
Training course on “Project cycle management and project proposal writing” for 12 NGO’s of Pelister mountain conservation project with support of Swiss development programme
15 participants. Sessions on basic principles of project cycle management, project planning, elements of project proposals, project proposal writing.
- [March 2004- July 2005]
Consultancy for “On arrival training for long term volunteers” YCC- Bitola- Macedonia with support of SEEYN (NGO) and EC YOUTH Programme (intergovernmental organization)
consultancy for 3 long term volunteers on intercultural learning, orientation, EVS principles, rights and responsibilities, teamwork, conflict management and concepts of volunteering
- [15-16 April 2003]
Training for “CV and letter of motivation writing” YCC- Bitola- Macedonia
15 participants. Sessions on elements of CV, how to write successful resume, letter of motivation for job searching.

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

[1999- 2003]

Training course on “Project cycle management and project proposal writing” for YCC-Bitola members capacity building

Over 70 participants. Sessions on basic principles of project cycle management, project planning, elements of project proposals, project proposal writing.

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

[1997-1999]

Training on motivation and leadership seminars for students members of International student association AIESEC

Over 120 participants. Sessions on basic principles of project cycle management, project planning, elements of project proposals, project proposal writing, time management, presentation skills, human resources management and other.

EDUCATION AND TRAINING

PARTICIPATION IN TRAININGS

- Dates (duration)
- Name and type of organisation
- Principal subjects/occupational skills covered

11- 17 May 2008

Effective communication and PR skills - Partners for democratic change Slovakia with support of World Learning and USAID

Effective communication and PR skills, communication within the organization, media campaigns, action planning, public relations

- Dates (duration)
- Name and type of organisation
- Principal subjects/occupational skills covered

January 2008 2 working days

Capacity building for individual and coroporative philanthropy - Center for institutional development Skopje with support of USAID

Visioning, sustainability plan, fundraising strategy

- Dates (duration)
- Name and type of organisation
- Principal subjects/occupational skills covered

July 2007 2 working days

Strategic planning- Center for institutional development Skopje with support of USAID

Visioning, mission statement, long and short term goals, program development, fundraising strategy

- Dates (duration)
- Name and type of organisation
- Principal subjects/occupational skills covered

June 2007 2 working days

The image of NGO sector in Macedonia- Institute for sustainable communities Macedonia with support of USAID

Public perceptions of NGO sector, PR, lobbying and advocacy, success stories, monitoring and evaluation

- Dates (duration)
- Name and type of organisation
- Principal subjects/occupational skills covered

June 2007 3 working days

Forum of youth NGO's and Volunteer centers from Macedonia, Bulgaria and Albania with support of SEEYN (NGO network)

Legislation of voluntarism analysis, youth policies in 3 countries, partnership building activities

- Dates (duration)
- Name and type of organisation
- Principal subjects/occupational skills covered

March 2007, 4 working days

“YOU:VOL” conference on local and national volunteering, Skopje, Macedonia European Volunteer Centre CEV (NGO)

Exchange of experience in organizing of local and national volunteering programmes between different European countries

- Dates (duration)
- Name and type of organisation
- Principal subjects/occupational skills covered

August 2006, 3 working days

Study visit to UK volunteering organizations, London, UK

SEEYN (NGO)

Sharing experiences with volunteering programme and policies between SEE and UK

- Dates (duration) August 2006, 2 working days
- Name and type of organisation **Good governance**, Old Hall, UK
MS Denmark
- Principal subjects/occupational skills covered Concepts of democracy, good governance, decision making, conflict of interest, good partnerships

- Dates (duration) May and February 2006, 10 working days
- Name and type of organisation **Training for trainers**, Sarajevo, BiH and Banja Vrujci, Serbia
SEEYN (NGO)
- Principal subjects/occupational skills covered Design of the training programme, values, rights and responsibilities of the trainers, training concepts, group dynamics, learning concepts and styles, active participation, training modules development, training methods and tools
- Title of qualification awarded SEEYN professional trainer

- Dates (duration) September 2005, 4 working days
- Name and type of organisation **Evaluation and monitoring**, Petnica, Serbia
SEEYN and proMente (NGO)
- Principal subjects/occupational skills covered Social researches in evaluation and monitoring, Logical Framework Analysis, Solution Tree method, Most Significant Change method

- Dates (duration) April 2005 2 working days
- Name and type of organisation **Communication and reporting** NDI (International organization)
- Principal subjects/occupational skills covered Communication with partners, PR strategies, report design and report presentation.

- Dates (duration) December 2003 4 working days
- Name and type of organisation **Lobbying and advocacy for NGO's** Kotor, Montenegro European cultural Foundation (NGO)
- Principal subjects/occupational skills covered Exchange of experience and best practices for lobbying and advocacy between different South east European countries, mostly cultural NGO's

- Dates (duration) July 2003 4 working days
- Name and type of organisation **Advocacy and lobbying for voluntarism**- Volunteer fair Budapest, Hungary- AVSO (International NGO network)
- Principal subjects/occupational skills covered Advocacy tools and lobbying strategies, sharing experiences and best practices from European countries, action planning for country strategy for Macedonia

- Dates (duration) April 2003 4 working days
- Name and type of organisation **Training for trainers on monitoring elections**- Citizen's association MOST with support of NDI (International organization)
- Principal subjects/occupational skills covered Recruitment and training of volunteers observers, organizational skills, contacts with political parties and other election players, monitoring election campaign, PR and reporting
- Title of qualification awarded Certified regional coordinator for monitoring elections

- Dates (duration) September 2002 3 working days
- Name and type of organisation **Financial management of NGO's** - Foundation Open Society Institute Macedonia
- Principal subjects/occupational skills covered Financial planning, fundraising, financial administration of projects, budgeting

- Dates (duration) September 2000 3 working days
- Name and type of organisation **Strategic planning**- European cultural foundation (International NGO)
- Principal subjects/occupational skills covered Visioning, mission statement development, setting long term objectives, development of programs, evaluation and monitoring, finance planning, human resources management

- Dates (duration) September 2000 3 working days
- Name and type of organisation **Organizational development**- King Baudouin Foundation Belgium
- Principal subjects/occupational skills covered Development of organizational structures, right and responsibilities of personnel, internal rules and procedures, job description development

- Dates (duration) April 2000 4 working days
- Name and type of organisation **NGO management**- Foundation Open Society Institute Macedonia



South East European Youth Network

- Principal subjects/occupational skills covered Program development, project coordination, personnel recruitment, financial administration

FORMAL EDUCATION

- Dates (duration) August 2001- June 2002
- Name and type of organisation **Central European University, Budapest- Hungary**
- Principal subjects/occupational skills covered Master of arts (MA) in Political science, Awarded Foundation Open Society Institute full scholarship, GPA 3,60

- Dates (duration) 1992- 1998
- Name and type of organisation **University "St. Kliment Ohridski"- Bitola, Macedonia Faculty of economy- Prilep, Macedonia**
- Principal subjects/occupational skills covered BA in Economy of enterprises

PERSONAL SKILLS

AND COMPETENCES

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

MOTHER TONGUE

[Macedonian]

OTHER LANGUAGES

	[English]	[Serbian, Croatian, Bosnian]	[Bulgarian]
• Reading skills	[excellent]	[excellent]	[very good]
• Writing skills	[excellent]	[excellent]	[good]
• Verbal skills	[excellent]	[excellent]	[very good]

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.

Most of my life I have lived in Bitola, but also I have experience living abroad. During my MA studies I have lived one year in Budapest in highly multicultural environment with people from all over the world. I am open to other cultures and enjoy working with other people in teams. For the last four years I am the leader of my organization and have great communication skills with my colleagues and partners with different cultural and social background. I keep regular contact by e-mail and travel a lot, mostly in Balkan region where I have opportunity to meet people and work together on projects, programs or meetings. I am experienced team leader but also excellent team worker in national or international working environment.

ORGANISATIONAL 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.

I strongly believe that I have excellent organizational skills and competences acquired with 10 years of experience working in non governmental sector. I have coordinated project ranging from 500 to 80.000 EUR and lead an organization with average budget of 120.000 EUR per year. I am responsible for coordination of 8 staff members in YCC- Bitola, but also wide number of associates and volunteers. I am very active in daily work and participation in different meetings, seminars or conferences. I can deliver multiple task assignments and work with tight deadlines and under pressure. I am always responsible decision maker and I follow standard procedures for success in projects, programs and activities. I am active volunteer serving as a member in SEEYN (International NGO network) Steering Board for the last four years, making decisions from the network with operating annual budget of 400.000 EUR. I represent my organization in media by giving interviews and writing press statements, as well as with donor community and other NGO partners and institutions.

TECHNICAL SKILLS AND COMPETENCES

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

MS OFFICE (WORD, EXCEL, POWER POINT), OUTLOOK EXPRESS, CORELDRAW. BASIC KNOWLEDGE OF PHOTOSHOP.



South East European Youth Network

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

Music production and management skills in YCC- Bitola music studio. Design skills for posters, bulletins, newsletters and leaflets - for music events, campaigns.

**OTHER SKILLS
AND COMPETENCES**
Competences not mentioned above.

Very good analytical skills and writing academic articles and researches. Skills in political analysis and comparative political research.

DRIVING LICENCE(S)

Driving license B category

ADDITIONAL INFORMATION

REFERENCES :

Domagoj Kovacic, SEEYN Executive Director, zomba69@zamir.net

Marija Našokovska, Monitoring and evaluation manager ISC Macedonia marijan@isc.org.mk

Sašo Dodovski YCC- Bitola Director, saso@mkcibt.org.mk