

CURRICULUM VITAE

Proposed role in the project:

Category:

1. **Family name:** KRYEZIU
2. **First name:** Alban
3. **Date of birth:** June ,01, 1984
4. **Nationality:** Kosovar / Albanian
5. **Civil status:** Single
6. **Email & Tel Nr:** alban49@gmail.com +377 44 255 618
7. **Education:**

Institution [Date from - Date to]	Degree(s) or Diploma(s) obtained:
University of Prishtina – Law Faculty	DIPLOMA
Protocol Academy of Kosova 2010	DIPLOMA
Political Academy Fridrih Ebert Stiftung 2012	DIPLOMA

8. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
Albanian Native	/	/	/
English	1	1	1
Serbian	2	2	3
French	3	3	3
Italian	3	3	3

9. **Membership of professional bodies:**

Founder and Board Member of Kosova Young Lawyers – KYL – 2007 / present (volunteer position)

Founder and Executive Director of NGO Eurovision -2003-2005

Member of Board Directors and Adviser NGO ZANA Klina 2009-present(Volunteer Position)

Country coordinator of regional project Youth portal www.ukansee.org British council Kosovo-2005-2006

Member of group for Legal and Political Studies 2005/present (volunteer Position)

Member of Emerging Youth Leaders Network of National Albanian American Council/ 2003-2005

10. **Other skills:** Computer skills; Good command of Microsoft Office, Knowledge of Adobe, Organizational skills: Good interpersonal communication skills. Ability to work on multi-national team.

11. **Key qualifications:**

- Demonstrated Experience in Active Labour Market Programmes and Employment
- Demonstrated experience in legal advising
- Training on Leadership Development
- Training on Advocacy
- Training on Human Rights Education
- Training on Project Cycle Development
- **Established networking In 30 Employment Offices in Kosovo, 7 Vocational Training Centre, Ministry of Labour and Social Welfare, Ministry of Education and Ministry of Internal Affairs**
- Involved in a large number of activities related with employment, Human Rights and Project Development
- Knowledge of program management and operations procedures
- Qualified and Certified Trainer
- International and Local Experience
- Driver's License category B

12. **Specific experience in the region:**

Country	Date from - Date to
Kosovo	2003 – present

13. Professional experience:

Date from - Date to	Location	Company	Position Company Reference Person	Description
MAY/2014 MARCH/2017	Pajton Place Str Pashko Vasa 2, Prishtina	Active Labour Market Programmes for Youth, UNDP Kosovo	Project Associate Reference: Ada SHIMA Project Manager UNDP, Kosovo Ada.shima@undp.org	<p>Description of your duties and related accomplishments:</p> <ul style="list-style-type: none"> - Be responsible for Prishtina Region (8 municipalities) to carry out implementation of ALMP Project by leading, monitoring and reporting about activities and quality assurance of the project; - Support the overall implementation of the projects activities related to enhancement of human resource capacities of Public Employment Services and Vocational Training Centres, - Actively engaged in policy making in field of Employment and Active labour market measures - In close coordination with the project team, identify strengths and weaknesses in the implementation of the Operations Guidelines for On the Job Training and Wage Subsidy - Provide on-hand training and support to the Employment Counsellors and related partners on implementation of the Operational Guidelines for active employment measures, - Ensure provision of equal opportunities to women and men, and inclusion of other vulnerable groups such as minorities, women households, victims of domestic violence, repatriated persons in Kosovo etc., - In the capacity of the observer to the Regional Approval Board meetings, provide technical advisory support to ensure proper implementation of project activities/ALMPs, - Prepare Training Agreements to be signed by involved parties, - Review reimbursement requests and monitor disbursement of payments to implementation partners, - Be responsible for the field monitoring in the assigned Regions by the Project Manager to carry out implementation of AMLP2, - Ensure effective integration of activity related information in the project database, - Regularly review implementation of the related project activities in order to identify the strengths and weaknesses; utilize the data collected to increase the project efficiency, - Provide support to the short-term technical experts in delivering outputs specified in their TORs, - Support the Employment Services to make necessary updates to the Operations Manual in annual basis, as needed and in a timely manner.
JANUARY 2008 APRIL 2014	Payton Place Str Pashko Vasa No 2, Prishtina	Active Labour Market Programmes for Youth, UNDP Kosovo	Project Associate Reference person : Yllka Gerdovci Programme Analyst Inclusive, Growth Team UNDP Kosovo Yllka.gerdovci@undp.org	<p>Description of your duties and related accomplishments:</p> <ul style="list-style-type: none"> - Be responsible for Prishtina Region (8 municipalities) to carry out implementation of ALMP Project by leading, monitoring and reporting about activities and quality assurance of the project; - Compile data base for the applications from employers and job-seekers and ensure effective integration of schemes in the project database in order to be able to keep records for reporting and project implementation;

				<ul style="list-style-type: none"> - Appointed to coordinate the work on drafting of Operation Guidelines for ALMP programs by MLSW /UNDP and EU founded Project Kosvet VI; - Prepare Annual Report for Ministry of Internal Affairs Project “Support sustainable employment reintegration of the Readmitted persons in Kosovo; - Review reimbursement requests from employers and Prepare payment requests in a timely manner, monitor disbursement of monthly payments to implement partners contracted for each of the Service Lines and track and report project expenditures on a monthly basis; - Coordinate Activities with Ministry of Internal Affairs in field of integration of repatriated persons through ALMP schemes; - Actively engaged in policy making on ALMP-s in Ministry level, part of working group on drafting the sectorial strategy for Ministry of Labour and Social Welfare; - Actively engaged in policy making in field of Employment and Active labour market measures; - Prepare reports on monthly basis about implementation of ALMP schemes for vulnerable groups, Reintegration of Repatriated Persons and professional Practice for Vocational Education Students; - Focal point for Ministry of Internal Affairs when it comes to reporting and presenting project progress in coordination meetings organized by Ministry of Internal Affairs. - Coordinate activities and provide technical support for regional and municipal Employment offices to the Regional Panels, Board Meetings by receiving applications and verify compliance with requirements specified in the ALMP employment assistance schemes Operational Guidelines; - Coordinate activities for Public employment Services thought trainings, capacity building in field of improving job services such as career guidance, job counselling, job seekers registration; - Prepare Approval Letters and Memorandum of Understanding to approved employers and beneficiaries, -Actively in engaged in drafting of Strategy for Professional practice in Kosovo 2013-2020, by organizing regional meetings with all stakeholders schools, Municipal Department of Education ,Ministry of Education, Municipal and Regional Employment Offices, Enterprises, Chamber of commerce ect; -Participate in Regional meetings in Albania and Slovenia regarding youth employment and active labour market schemes, presentation of the achievements of UNDP Kosovo ALMP project in this field of work.
FEBRUARY 2006 DECEMBER 2007	Payton Place Str 14 ,Prishtina	Employment Generation Project ,UNDP Kosovo	Project Assistant Reference person: Levent Koro UNDP Kosovo leventkoro@gmail.com	<p><u>Main responsibilities:</u></p> <p>Receive applications and verify compliance with requirements specified in the ALMP employment assistance scheme Operational Guidelines, Compile data base for the applications from employers and ensure effective integration of scheme information in the project database, Prepare MOU’s and Approval Letters to approved employers, Review reimbursement requests form employers and prepare payment requests in a timely manner,</p>

				<p>Provide technical and secretarial support to the Regional Boards in order to review and scrutinize the applications received from the Employers by Regional and Municipal Employment Offices based on the ALMP Projects Operational Guidelines, Prepare data for monthly reports, Translate necessary documents when required, Actively engage in monitor the implementation of the schemes Coordinate Activities with Ministry of Labour and Local Employment Offices in 30 municipalities in Kosovo wide. Coordinate Activities with Ministry of Education in field of Vocational Education schemes.</p>
SEPTEMBER 13-20 SEPTEMBER 20 2013	Pristina ,Kosovo	Youth Peace Ambassadors Project	<p>Project Coordinator Regional Youth Peace camp Kosovo 2013(Voluntary work)</p> <p>Reference person : Menno Etema Council of Europe Menno.ETTEMA@coe.int</p>	<p><u>Main responsibilities:</u></p> <ul style="list-style-type: none"> -Prepare project Document -Fund raising -Prepare Application form ,Call for Application -Receive applications organize selection process -Prepare logistic arrangements for 33 participant -Adopt session outlines and programme of the week -Support the follow up phase for participants - Prepare final Report for Regional Youth Peace Camp Kosovo
MAY 21-25 2013 JUNE 20-30 2013	Budapest Hungary	Council of Europe ,European Youth Center Budapest	<p>Junior Trainer Youth Peace Camp 2013 Budapest Hungary</p> <p>Reference Person: Menno Etema Council of Europe Menno.ETTEMA@coe.int</p>	<p><u>Main responsibilities:</u></p> <ul style="list-style-type: none"> -Prepare Session Outlines for training sessions , -Lead Training sessions -Support other trainers during training sessions -Lead his reflection groups -Support participants for follow up activities during and after YPC -Prepare evaluation report of Youth Peace Camp
MARCH 2011 – DECEMBER 2013	Strasbourg /Budapest	Council of Europe (Youth Peace Ambassadors project)	<p>Youth Peace Ambassador (Volunteer Position)</p> <p>Reference Person: Menno Etema Council of Europe Menno.ETTEMA@coe.int</p>	<p><u>Main responsibilities:</u></p> <ul style="list-style-type: none"> - To strengthen the role of young people in identifying and speaking up against human rights violations, including discrimination, hate speech and those human rights violations affecting especially young people and children; -To support the field presence and activities of the Council of Europe by fostering cooperation with key stakeholders, partners, non-governmental organisations working in the field of peace-building in order to promote the values of the Council of Europe; -To develop the impact and the expertise of the Council of Europe's youth sector in conflict affected areas through non-formal education activities with young people; -To advance youth policy's role in peace-building and conflict transformation; -To create and support a European network of youth peace ambassadors to secure the sustainability and medium-term impact of the project.

OCTOBER 20 2011 DECEMBER 10 2011	Istog, Kosovo	NGO ZANA & Prime Minister office for Communities	Trainer Reference person Tahire Gashi NGO ZANA Info@ngo-zana.org	<u>Main responsibilities:</u> Prepare training curriculum regarding four trainings Days with this fields : 1. Human Rights in General 2. Minority Rights in Kosovo 3. Women's Rights and Resolution 1325 4. Project Proposal Development and Project Management -In this trainings take part around 30 participants from civil society Albanian, Serbian, Bosnian, Roma and representatives of local government institutions .
OCTOBER 2009 MARCH 2010	Kline Kosovo	NGO "ZANA" –	Trainer for Trainers on Human Rights Education for Teachers Reference person Tahire Gashi NGO ZANA Info@ngo-zana.org	<u>Main responsibilities:</u> Compiling a training curriculum on Human Rights Education for Professors and Teachers /Children's /Women's Groups in Peja, Kline, Istog Municipalities. Develop the methodology on HRE Lead Trainings /Identify Participants for TOT Training Team Leader on TOT on Human Rights Education Project Name: "Improving Human Rights of Women, Youth and Minority groups in the Region of PEJA – through awareness raising and education" -An EU funded project managed by the European Commission Liaison Office
MAY 2009 SEPTEMBER 2009	Klina Kosovo	NGO "ZANA" www.ngo-zana.org	Trainer on Leadership, Advocacy, Proj ect Management and Communication Trainings Reference person Tahire Gashi NGO ZANA Info@ngo-zana.org	<u>Main responsibilities:</u> Prepare training curriculum and Lead trainings for Young people in Kline Town in field of Leadership, Project management, Communication and Advocacy. Project Supported by Department of Youth Ministry of Youth Culture and Sports .
JUNE 2005 AUGUST 2005	Peja Region	NGO Syri Vizionit Peja www.syrivizionit.org	Youth Engagement Trainer Reference person Veton Mujaj NGO Syri Vizionit vetonm@gmail.com	<u>Main responsibilities:</u> Trainer of multiethnic group of young people in Peja region (villages Gorozdevc, Belloolje Peja, Kosh Istog, Krusheve, Zllakuqan, Berkov Kline). Trainings in field of leadership and Integration young return IDP-s in Peja region.
SEPTEMBER 2004	Žabljak (Montenegro)	OSCE Mission in Kosovo,	Trainer Leadership Development Žabljak (Montenegro) OSCE project with	<u>Main responsibilities:</u> Part of Training Team, Leading training Sessions in field of Value Based Leadership programme \ Supporting Peja Youth Network team by supporting the capacity building of this team in field of in

			Peja Youth Network	field of Leadership .
FEBRUARY 2004 JANUARY 2005	Payton Place	British Council, Kosovo South East Europe partnership project	Country Coordinator (Volunteer Position) project Information Training centers and Youth Portal Reference Person : Ardiana Deda Ardiana.deda@britishcouncil.org	<u>Main responsibilities:</u> Participating in regional Meetings Provide Information regarding Youth Preparing draft proposals for regional youth portal development Uploading information in Youth portal Linking and providing information for young people Engaging young people in regional projects Participating in E-learning sessions
SEPTEMBER 2004	Vushtrri Police Academy	Global Perpective Development Center –UNDP /Value based Leadership Program	Facilitator of Conference	<u>Main responsibilities:</u> Assist during training sessions Provide Technical Assistance Provide Logistic Assistance Facilitation Training Sessions
November – December 2005	Kosovo Governemnt Building	Office of Prime Minister	<i>Intern</i>	<u>Main responsibilities:</u> <i>Five weeks Intern in prime Minister Office</i> <i>Participate in regular Government meetings, Taking notes.</i>

14. **Other relevant information** (e.g., Non Formal Education):

Participation in national and International Activities:

Value Based Leadership Program, Pristina, Kosovo	Training of Trainers(TOT),UNDP GDPC project	Jan/2003	Aug 2003
Human Rights Education Training of Trainers Council of Europe	E-learning: Dec 2013– July 2014 Residential Seminar 8- 16 April 2014,Budapest	Dec/2013	July/2014

Public Relations and Communication Team building and project Cycle Management, Ohrid Macedonia,	Training Course World Learning, USAID.	04/Nov 2011	13/Nov 2011
“Human Dignity and Peace-Building by Young People in Europe, Budapest	Residential Seminar ,Youth Peace Ambassadors project Council of Europe	April/2011	April/2011
UNDP Legal Framework: What every staff should know Basic Legal Framework of UNDP ,Administrative Law and Corporate Issues and Claims	Certificate of Completion	Jun/2012	Jun/2012
Recognition of non-formal Learning and European Portfolio, Catania, Italy	Training Course, Arci Catania, Italy	April/2007	April/2007
“Youth Policy and Youth Employment in South East Europe ,Brdo Slovenia	Residential Conference	Oct/2009	Oct/2009
European Citizenship and Human Rights, Troms Norway	Training Course	Nov/2010	Nov/2010
Youth Participation in Human Rights Education as a Means for Social Inclusion, Budapest Hungary	Training Course, Central European University and Council of Europe	Oct/2011	Oct/2011
Conference on "Human Rights and Democracy in Action, Strasbourg France	Conference, Council of Europe	Nov/2012	Nov/2012
Conference “Youth Peace Ambassadors “Andorra La Vela ,Andorra	Conference ,Youth Peace Ambassadors Project	April/2013	April/2013
Conference Action and Campaigning against Hate Speech ,Budapest, Hungary	Conference, Council of Europe	Nov/2012	Nov/2012
NGO Management, Advocacy and Project Management, Pristina	Training	Sep/2003	Sep/2003
Bonn Model United Nations Conference, Bonn Germany,	Conference	Dec/2006	Dec/2006
Project Cycle Training, Klina, Kosovo	Training	June/2002	June/2002