**CURRICULUM VITAE TEUTA BESELICA-BERBATI**



**Current Address:** Morava No.20, Veterrnik, 10 000 Prishtina, Kosovo

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### E-mail: teuta.beselica@gmail.com,

**Date** **of** **Birth**: 19 April 1975

**Nationality:** New Zealander/Kosovar

**EMPLOYMENT:**

**Business Consultants Council 1 May 2023 – present**

*Executive Director- CEO*

Running the organisation including developing high quality development strategies and plans ensuring their alignment with short-term and long-term objectives; Leading and motivating team to advance employee engagement to develop a high performing managerial team; Oversee all operations and organizational activities to ensure they produce the desired results and are consistent with the overall strategies and mission; Represent best interest of consultant community in Kosovo and beyond by setting standards, advocating and representing the community; Keep up with and adhere to best practices and international standards for certified trainings; Raise funds and develop products and projects to ensure BCC’s sustainability; Manage projects funded by reputable USAID, EBRD, GIZ, ADA Austria etc; Ensure all gender and social inclusion aspects in all parts of the operation; Prepare program and financial reports to the Board of Directors and Assembly; Oversee implementation and progress of all projects of BCC; Supervise the financial condition of all projects and financial statements in general of the organization; Enforce adherence to legal guidelines and in-house policies to maintain the organizational ethics; Maintain a deep knowledge of the markets and industry of the organisation; Represent BCC to partners, donors, public institutions and other entities; Keep good relations and contacts with stakeholders, partners and other parties;; Recruitment as well as staff performance evaluations or restructuring when necessary. Supervise staff development and training. Ensure smooth daily operations.

**Infinity Consulting 1 November 2017 – present**

*Director/Founder*

Infinity Consulting is a company established in 2017 operating in Southeast Europe focused on project management and expertise provision. The main fields of expertise include but are not limited to: Public Administration Reform, Youth, Economic Governance, Energy, Tourism Development, Education and Sports, Capacity Building, Scholarship Management, Cultural Relations, Human Rights. The company specializes in program and project management as a main activity but also provides expertise in business development and relationship building, project preparation, monitoring and evaluation, reporting, coaching, managing events, mentoring and research. With a wide-reaching network in the region and beyond offering extensive and quality expertise and a range of partnerships with many reputable organizations offering excellent cooperation opportunities in pursuing, managing, implementing, and providing expertise to a large array of projects. Engagements include British Council, UN Women, Sofreco, GDSI, Help-Hilfe zur Selbsthilfe, LGC etc. Donors to projects involved in include: European Union, FCDO, United Nations, German Government, Kosovo Government, USAID etc.

**British Council Russia (consultancy) 1 August 2021- 1 May 2022**

*Project Director (December 2021-May 2022) - British Council Moscow – UK Russia People to People links - 2.5 mil GBP - 2021 - 2022*

*Project Manager (August 2021-November 2021) British Council Moscow – UK Russia People to People links - 2.5 mil GBP - 2021 - 2022*

Responsible for managing programme implementation and a team of over 40 persons including delivery, financial and resource management, risk, M&E, capacity building, relationship management, reporting and all other spheres of programme implementation in this Foreign and Commonwealth Development Office funded project. The aim of the programme is to encourage connections between people and organisations in the UK and Russia, in order to lay the foundations for a more positive relationship in the future supporting a range of projects bringing together the people of the UK and Russia to build and sustain connections in a variety of priority areas, including: the arts, culture, education, science, climate change and shared history.

**British Council Kosovo (consultancy) 1 December 2017- May 2021**

*Business Development Consultant to British Council*

*Team Leader for British Council – Young Cell Scheme – Kosovo -4 mil Euro for 3.5 years - 2017- 2021*

Overall Management of European Commission project that aims to improve the performance and increase capacities of Kosovo's public administration and economic governance reforms through education, in order to ensure the government of Kosovo meets the challenges of EU integration by creating a group of 45 highly skilled young professionals annually within the public administration, through recruiting participants and managing their overall masters level scholarships in top EU Universities from selection to completion as well as the oversight of their job placement and the alumni activities. Sectors of specialization included, economy, energy, public administration, law, health etc. This includes complex stakeholder relations management and nurturing ranging from donors, high level government representatives and a variety of institutions as well as ensuring a selection complying with gender and social inclusion measures.

*Project Director for British Council - EU Scheme for Young Professionals in the Western Balkans - Albania, Kosovo, Northern Macedonia, Serbia, Montenegro, Bosnia and Herzegovina - Value: 1.8 mil Euro. Duration: 3 years – 2017 – November 2020*

Management and coordination of project activity which spans throughout six Western Balkan countries by selecting the top promising young civil servants from each country to participate in a training together in two prestigious European Institutions and afterwards in an exchange component in each other’s countries and workplaces as well as common projects to be implemented jointly throughout the region. The focus of this project was public administration and economic governance reform s as well as capacity building and reconciliation.

**British Council, Kosovo August 2011 – November 2017**

*Project Director, Young Cell Scheme Project - Kosovo*

Complete oversight and management of European Commission project that aims to improve the performance and increase capacities of Kosovo's civil service, public administration and economic governance reforms through education to meet the challenges of EU integration. The project achieved this through creating a group of highly skilled young gender balanced professionals annually within the public administration, by recruiting participants and managing their overall masters’ scholarships from selection to completion as well as the oversight of their job placement and the alumni activities between 2011- 2017 in the value of 4.5 mil Euro, throughout Kosovo, including minority participation in the northern part of the country. Sectors of specialization included, economics, energy, public administration, law, health etc

*Project Director, EU Scheme for Young Professionals in the Western Balkans project*  **May 2016- November 2017**

*Albania, Kosovo, Northern Macedonia, Serbia, Montenegro, Bosnia and Herzegovina*

Complete management and coordination of project activity for pilot project as a direct award from European Commission in Brussels. The project spans throughout the six Western Balkan countries by selecting the top promising young and gender balanced civil servants from each country to participate in a training together in two prestigious European institutions and afterwards in an exchange component in each other’s countries and workplaces as well as common projects to be implemented jointly throughout the region. The project has both a reconciliatory and capacity building component to directly impact public administration and economic governance reforms and was continued for a further two years under the same management. Value 1.5 mil Euro

**British Council, Kosovo August 2008 – November 2017**

*Business Development and Contracts Manager – Deputy Director Kosovo*

Representing the British Council in Kosovo in the role of Dep. Director and in charge of the direct management of all project staff, including the supervision of a wide portfolio of projects and contracts, performance evaluations, coaching and mentoring, meeting objectives and targets as well as staff development and capacity building.

*Regional Business Development Manager* *including Albania and Macedonia since March 2012*. In Business Development role pursue, secure and manage donor-funded contracts in a variety of sectors and oversee the management of British Council funded and externally funded projects. Manage and be fully responsible for delivering results on all elements of British Council’s work to meet regional targets on winning and managing full cost recovery contract work. The main duties being: Making contacts and managing relations with internal and external stakeholders; Gathering market intelligence about new contract opportunities and pursuing new contract work in collaboration with colleagues in the UK , Brussels and Pristina; Proposal writing, management and coordination, Oversight of a number of projects including management of a broad range of consultants and activities as well as programme managers; Project management and reporting on progress both financially and on the implementation side; Planning and developing new projects as per strategic objectives. Projects were mainly in the field of Education and capacity building. In the first four years alone managed to win and manage over 8 mil Euro in various contracts.

**Variety of Local and International Organisations October 2005 – 1 November 2017**

*Freelance Consultant/Trainer/Proposal developer/short-term expert*

Consultancy services such as: lecturer; trainer; facilitator in the field of Project Cycle Management, Operations Planning and Management, Strategic Planning and Management, Monitoring and Evaluation, Organisational Management etc. Developing project proposals and technical proposals for a variety of international and local organisations and donors.

**KEK (Kosovo Energy Corporation) – Prishtine, Kosovo**  **January 2006 – August 2008**

#### Commercial Projects Manager

Create and manage a functional commercial unit within KEK to manage all major commercial contracts for KEK including negotiation, risk management, presentation to appropriate Boards, monitoring and finalization. Generate an income for KEK through sale, renting, leasing and outsourcing of existing assets and other capacities that are unexplored. Close liaison with Government and in particular Ministry of Energy and Mining and Office of the Prime Minister, UNMIK Pillar IV, KTA and other stakeholders to comply with policy and lobby for projects. Manage major national and international contracts/projects by coordinating legal, financial and general implementation components. Create systems in place to divide responsibilities and obligations of parties involved in commercial contracts and guiding procedures to ensure good practice. Conduct thorough analysis and minimize risks while ensuring transparency and informing all stakeholders through briefing and reports as a result of careful analysis, monitoring and evaluation.

**UNHCR, Prishtine, Kosovo** **June 1999 – December 2005**

#### Programme Officer

Responsible for the day-to-day supervision of UNHCR's Lead Agency and Emergency Shelter Repair Programme, and demining efforts through Implementing partners including the management of seven implementing partners in five areas of responsibility, with a global budget of some 2,500,000 Euro annually. Supervision and monitoring of all related agreements, from their initial formulation, development of strategy, design, procedures and policy to implementation, financial and physical monitoring and evaluation. Inform and follow up with PISG and other local structures on responsibilities, 'standard implementation' and advocate for human rights implementation and minority integration. Provide guidance, advice and training to Partners and Field Offices on Programme implementation. Focal point for access to public services, return, reconstruction, de-mining and the socio-economic re-integration of minorities for all UNHCR sections, NGOs, donors, UNMIK, PISG etc. Respond to funding requests, and direct donor funding to pre-identified priority areas in close collaboration with UNHCR Field Offices. Provide advice and support to the Office of the Chief of Mission on return related matters, reporting, briefing and commentary upon request.

**UNHCR, Skopje, FYR Macedonia** **April 1999 – June 1999**

# *Personal Asst. to Head of Office, UNHCR Skopje*

General organizational duties including scheduling and arranging meetings, appointments, itineraries. Taking minutes in large inter-agency meetings and other formal and informal meetings and distributing them. Preparing correspondence, arranging appointments, receiving visitors, placing and screening telephone calls, responding to routine requests for information and making travel arrangements; Preparing a variety of written material drafts. Going to camps or other field offices as necessary to fill operational gaps for field and office colleagues.

**OSCE, Ohrid, FYR Macedonia March 1999– April 1999**

### *Human Rights Assistant*

Collecting information of Kosovar refugee locations through local organizations dealing with refugees; Finding links in the local community to trace and make contact with refugees; Conducting and assisting with interviews with refugees throughout FYROM for Human Rights recording purposes; Interpretation during interviews; Writing of reports, evaluating the information and maintaining the database from the interviews.

**UNHCR, Prishtine, Kosovo. August 1998 - March 1999**

### *Public Information Assistant*  *December 1998–March 1999*

Review of relevant media coverage and daily report of it. Provide daily briefings on local developments to the section head and other staff; Ensure the office is kept informed of local developments of vital interest; Provide translations of documents, press releases and articles as well as being informed about any local rumors that could be important to the office.

### *Field Safety Assistant, UNHCR Prishtina* *August 1998 – December 1998*

Collecting security information from government sources and international agencies to brief and disseminate information to staff and NGOs operating in Kosovo on a daily basis. Oversee all mining information and update information regularly as weel as disseminate accordingly. Inform and report on security issues and political developments, analysis and warnings of potential upcoming events of interest. Handle sensitive legal documents and confidential information with discretion. Assist in preparation and implementation of evacuation plan and other security measures. Briefing new staff on security situation and updating them regularly on new developments.

**International Rescue Committee - IRC, Prishtine, Kosovo March 1998 – August 1998**

*Office Manager*

General Office duties including media and current affairs briefing and summary, translations, drafting of correspondence, administrative and personnel issues, accommodation etc.

**EDUCATION:**

**Rochester Institute of Technology- Rochester, NY , AUK graduated June 2007**

Master of Science – Executive Leader Programme - Management in Services

**Auckland University of Technology, NZ graduated November 2004**

New Zealand Diploma in Business

+ 7 courses of Diploma in Tourism completed in 1996

##### Other Education and Trainings

Certified Management Consultant - CMC - (to be completed in October 2024)

Advanced Sports Management Course -ASMC - IOC (December 2023)

Advanced Sports Administration IOC - 2022

Equal Opportunity and Diversity (one day and refresher course) 2014, 2015, 2016, 2017,2018 ;

Child Protection (one day and refresher course) 2014, 2015, 2019;

Information Management (one day and refresher course) 2013, 2016, 2019;

Health and safety (one day and refresher course) 2013, 2015, 2017,2019

Anti-bribery, fraud and corruption (one day and refresher course) 2013, 2015, 2017,2019;

Coaching for Performance – PCI (6 months 2012-13);

Proposal development capacity building – Vienna 2012 (5 days);

Networking and Branding - OSR Skopje 2011(4 days);

Large scale project management – Berlin - June 2009 (1 week);

Project design and management – Istanbul – September 2008 (1 week);

Kosovo School for European Integration – March – July 2006 (4 months);

Prishtina School of Politics Graduate– Council of Europe – January 2005- October 2005 (9 months);

Training of Trainers – Diversity- Stereotypes, Prejudice, Discrimination, Oppression- BYWB –Skopje (3 day)

Coach and Advisor in Capacity Building – UNDP (5 day);

MSRP People Soft Integrated Budget and Finance System (7 day);

Writing Effectively for UNHCR (6 months);

Media and Communication Strategy Workshop – Bath University, UK (6 day);

Council of Europe (Strasbourg) Civil Society workshop (7 day);

Reflecting on Peace Practices – CDA (4 day); Return and Integration Workshop – Flensburg, Germany (3 day); Logical Framework Approach and Project Cycle Management TOT (3 day)

**ADDITIONAL INFORMATION:**

**Languages**

**English**: Fluent with excellent writing skills; **Albanian**: Fluent with excellent writing skills; **German:** Proficient; **Serbian**: Proficient.

##### Computer skills:

Microsoft Office, Microsoft Teams and most Windows programmes. Proficient in SAP, Peoplesoft, FMIS and other finance and budget management programmes.

**Publications:**

“Bridging the sales gap at KEK - a medium term strategy” – 2007

“Strategy for Privatizing Hydro Power Plants in Kosovo” - 2006

**Other activities and interests:**

Kosovo Olympic Committee Executive Board Member

Member of Kosovo Mountaineering and Alpinist Federation presidency

Member of Alumni Network of RIT Executive Leaders Community

Board member of LGC – Leadership and Growth Council

Alumni Member of Network Institute for Political Studies – Council of Europe

Volunteer in provision of assistance and education grants to Kosovo orphans

Hope Fellowship Leadership Volunteer Network Member

Expert roster of UNDP Coach and Advisor in capacity building of Kosovo Government

Yoga, Hiking, Nature, Travel, Reading, Writing

B category driver’s license since 1993

**References:**

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| **Ruairi O’Connell –** HM Ambassador of the United Kingdom to Kosovo**Clare Sears –** Director Western Balkans, British Council**Ezio Benedetti –** Snr. Consultant, Young Cell Scheme**Majlinda Mazelliu –** Director, British Council Albania**Shqipe Breznica** – Country Director, Help-Hilfe zur Selbsthilfe**Georgios Chatzigiagkou –** Snr. Consultant, GDSI**Seán Mc Goldrick –** ESBI – COO, KEK**Francesca Friz-Prguda** – Snr. Programme Officer – UNHCR | Email: oconnellruairi@yahoo.co.uke-mail:clare.sears@britishcouncil.org email: ezio.benedetti@hotmail.com e-mail: majlinda.mazelliu@britishcouncil.org email: breznica@help-kosovo.orge-mail: geohistoric16@gmail.come-mail: Sean.mcgoldrick@westernpower.com.au e-mail: frizprg@unhcr.org |