

SECTION 3: PERSONNEL

Name:	Slobodanka Dukic	
Position for this Contract:	Human resources management and local administration support expert	
Nationality:	B&H	
Contact information:	Eda – Enterprise Development Agency, Ravnogorska 24, 78000 Banja Luka +387 51 300 241, slobodanka.dukic@edabl.org	
Countries of Work Experience:	B&H, Russia	
Language Skills:	English (excellent reading, writing and verbal skills), Serbian/Bosnian/Croatian (mother tongue)	
Educational and other Qualifications:	Institution:	University Banja Luka, Law faculty
	Date:	07 July 1977
	Degree(s) or Diploma(s) obtained:	BA degree in Law
	Institution:	Supreme Court
	Date:	26.06.1996.
	Degree(s) or Diploma(s) obtained:	Certificate/Diploma for judiciary
	<ul style="list-style-type: none"> - 2008. Training program by World Bank „Local governance – Social Accountability program” (Issued certificate) - 2004: training program by ILO and World Bank in Turin” Fiduciary management in Community Driven Development Projects” focusing on enhancing of Community Skills as a Way of Poverty reduction (Issued certificate) - 2000: World Bank Washington “Social funds” focusing on the role of social funds in reconstruction and poverty reduction - 1999: ASPR Austria and World Bank “ Ex-post evaluation of the Project Management Training program for Bosnia and Herzegovina” - 1998: ASPR Austria and World Bank “Project Management and Conflict Resolution” focusing on planning, organizing, implementing, controlling and evaluating of projects including resolving of possible conflicts.(Issued Certificate) - May 1997: trained by World Bank in Washington “Rural infrastructure repairing” focusing on projects implementation, procedures and sustainability. Issued Certificate - 1997: trained by International Labor Organization Geneve “Labor Legislation - Conventions and Recommendations” (applying of mentioned documents in national legislation of RS/FBiH/BiH) 	

Summary of Experience: Highlight experience in the region and on similar projects.

Technical assistance, training design and delivery for different stakeholders in BiH, mostly for local governments, covering subjects related to strategic planning, local development management, human resources management

Excellent understanding of relevant legal framework in BiH

Experience in human resources management, including preparation and delivery of training and technical assistance to municipalities in BiH within Municipal Training System Project implemented by UNDP BiH, coordination of the legal and personnel sub-departments in a company with 250 employees, dealing with legal aspects of personnel management and employment, preparing analyses and organisational solutions in process of establishing new organisational structures in local self-governance units as part of capacity building measures aimed at establishing system for local development management

Experience in preparation and delivery of training and technical assistance to local self-governance units within processes of strategy preparation, building capacities for strategy implementation including establishment of new organizational structures, and local development management including subjects related to infrastructure development, assets and property management and ownership

Experience in overall management of different projects financed by national and international organizations/community (RS Government, UNDP(technical assistance), World bank, Swiss, Italy, Dutch, United Kingdom Great Britain and Northern Ireland), aimed to improve living conditions through improvement of local infrastructure (exclusively as municipal property) and to improve local governments capacities to lead sustainable development process

Relevant experience in preparing bidding documents as well as providing municipalities with training related to project implementation, controlling and evaluation

Relevant experience in managing numerous projects (500 projects with different typology: roads, water supplying, sewage, electricity, schools, ambulances and Youth association clubs equipping, as well as capacity building programs and other training programs,) in more than 50 Municipalities

Relevant experience in providing training/assistance to municipalities to prepare project applications and project design, project financing

Demonstrated knowledge of complete understanding donors/creditors legal documents as well as established procedure (CDA, PA, SCA, MoU)

Demonstrated skills in developing appropriate documents (Operational Manuals, Application Guidelines, Application forms, Eco-check lists, training materials), crucial for projects' implementation with different stakeholders (in the field)


Relevant experience in project cycle management including reporting to Government, donors/creditors and other relevant institutions/bodies

Experience, knowledge and expertise relevant to the ToR (From most recent):

Period: From – To	Name of activity / Project/funding organisation, if applicable:	Job Title and Activities undertaken / Description of actual role performed:
2010 - present	EDA - Enterprise Development Agency, Banja Luka	<i>Expert for local governance</i> Preparation and delivery of human resources development training for local governments in BiH. Preparation and delivery of training for municipal development teams as part of capacity building measures aimed at establishing structures for managing development and implementation of development strategies, where covered topics include: project preparation, procurement procedures, controlling of project implementation and evaluation

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		<p>Delivering trainings and coaching for preparation of operational part of the strategies to municipalities, NGOs and other members of development teams.</p> <p>Liberalisation of labour market – preparation, proposing and advocating at the BiH/FBiH/TK/RS level, for improvement of legal framework related to position of Private Employment Agencies (ratified ILO Convention 181).</p>
2007-2009	EDA - Enterprise Development Agency, Banja Luka	<p><i>Expert for local governance – short term assignments</i></p> <p>Preparing of relevant analyses and organisational solutions for establishing and position of the development managing offices in several municipalities (Doboj, Doboj Istok, Usora, Petrovo, Laktasi, Gracanica, Modrica), including preparation and delivery of training and technical assistance to municipal development teams in area of operationalisation of development strategies</p>
2002 – 2010	Development and Employment Foundation, from 2008, managed by DIB Community Development Project- CDP	<p><i>CDP Project Manager</i></p> <ul style="list-style-type: none"> - Overall managing of CDP (promotion, application screening and approvals, procurement, contracting, implementation, controlling, financing, reporting, evaluating), with project goals: improvement of living conditions in local communities (exclusively of municipal property) and improvement of local governance capacities, - Managing of the entire project cycle in numerous municipalities in same time, - Coordination of the activities among CDP team and community action teams in 37 municipalities, - Training of municipal teams and community action teams for the project application, project preparation, procurement methods and procurement procedures, implementation controlling and evaluation of the results, - Developing of Operational Manual (OM), CDP Application Guidelines, application forms for works, goods and capacity building programs, based on project legal documents (CDA, PA, SCA), - Promoting project objectives and procedures to municipalities and local communities, - Assuring proper appraisal based on field visiting, requiring appropriate documentation, - Project proposals preparation, for approval by CDP Credit Committee, - Tripartite Contracts preparation for signing (CDP/ municipality/contractor-agency) - Permanent cooperation with MIS and financial department, - Approving payments for Monthly/final Invoices and Payment orders signing
2004 – 2005	Development and Employment Foundation of Republic of Srpska	<p><i>Acting Manager of DEF</i></p> <ul style="list-style-type: none"> - overall management and coordination of activities related to implementation seven different projects financed by WB, - preparing progress implementation reports and business plans for Managing Board, Government and World Bank, - signing of the contracts on behalf of DEF, - preparing proposals for the Managing Board decisions, related to seven project
1997-2002	Employment and Training Foundation of	<p><i>Project Manager PWEF</i></p> <ul style="list-style-type: none"> - Overall managing of project implementation:

		Workers council - representing enterprise in the court, municipal and other relevant bodies
1977-1993	Associated organization of construction enterprises "Kozara" Banja Luka	<p><i>Lawyer, Chief of the legal department, Cite building Secretary in Moscow, Russia</i></p> <ul style="list-style-type: none"> - self-managing enactments drafts preparation from the level of basic organization of associated labor, work organization and associated organization, as a umbrella organization - representing enterprise at the court and other relevant bodies - creating proposals for the legal documentation for establishing building sites in county and abroad, as well as for registration branch offices in Germany and Russia - contract drafts designing for negotiations - cooperation on daily base with Moscow authorities and Embassy - Enabling issuing workers licences - Designing sub-contracts and sub-contracting
References no.1 (minimum of 3):	<p><i>Name: Goran Tinjic</i></p> <p><i>Designation: Senior Operations Officer</i></p> <p><i>Organization: World Bank</i></p> <p><i>Contact Information – Address; Phone; Email; etc. 061 200 140</i></p>	
Reference no.2	<p><i>Name: Budimir Balaban</i></p> <p><i>Designation: Banja Luka City Assembly Speaker</i></p> <p><i>Organization: Banja Luka City</i></p> <p><i>Contact Information – Address; Phone; Email; etc. 065 582 305</i></p>	
Reference no.3	<p><i>Name: Rajko Klickovic</i></p> <p><i>Designation: Head of department for for labour and employment</i></p> <p><i>Organization; Ministry of Labour, War Veterans and Disabled Persons' Protection</i></p> <p><i>Contact Information – Address; Phone; Email; etc. 065 512 390</i></p>	
<p>Declaration:</p> <p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p> <p></p> <p style="text-align: right;">27 December 2012</p> <p>Signature of the Nominated Team Leader/Member Date Signed</p>		