


PERSONAL INFORMATION Biljana Stojanovska

 +389 71 721 627 st.biljana@yahoo.com

Sex: Female

Date of birth: 10 October 1979

Nationality: Macedonian

WORK EXPERIENCE

Name and address of employer	Balkan Civil Society Development Network, Macedonia Street 43-1/9, 1000 Skopje, Republic of North Macedonia
Type of business or sector	Non- Governmental sector
Dates	15 November 2019 – present
Occupation or position held	Grant manager for the Project “Protecting Civic Space – Regional Civil Society Development Hub”, financed by the Swedish International Development Cooperation Agency (SIDA)
Main activities and responsibilities	<ul style="list-style-type: none">• Providing support to the project Manager for setting up the rules for the establishment and functioning of the Regional Civil Society Development Hub;• Designing the Rules of Procedures for the establishment and functioning of the Regional Fund, describing the processes in the internal management and control system;• Organizing and executing the Hub activities, call for proposals, CS HUB events;• Being responsible for the re-granting process within the Hub, i.e. overseeing the grant management cycle, application, decision, implementation, evaluation and reporting processes.
Name and address of employer	Ministry of Finance, Dame Gruev 12, 1000 Skopje, Republic of North Macedonia
Type of business or sector	Governmental sector
Dates	November 2018 – 14 November 2019
Occupation or position held	Assistant Head of Department, Central Financing and Contracting Department (CFCD)
Main activities and responsibilities	<ul style="list-style-type: none">• Providing assistance to the Head of the Department in organizing the work and distribution of tasks of the employees and coordination of the Department’s daily activities;• Mentoring and providing on-the-job training to the employees in performing their tasks on daily basis;• Being responsible for monitoring the implementation and financial management of current project portfolio of 100 contracts in an amount of MEUR 90 following the successful closure of 5 IPA funded Programmes by the end of 2018 where 350 contracts were successfully implemented and an amount of MEUR 465 was disbursed to contractors;• Supervising the work of the Programme Monitoring Unit in CFCD in performing their tasks related to monitoring the implementation of the IPA funded projects;• Supporting the Head of Programme Monitoring Unit in performing risk assessment analysis for the active project portfolio and defining the annual monitoring plan;• Reviewing the work performed by the monitoring officers in terms of approving the reports provided from the contractors regarding the projects’ implementation and delivery of the projects’ outputs;

- Supporting contractors in performing their activities foreseen with the contracts, taking all necessary actions to prevent problems in the implementation and finding solutions for overcoming obstacles, if any;
- Organizing and supervising the work of the Finance Unit in CFCD in terms of reviewing and approving the expenditure verification checks performed by the employees, monitoring the financial implementation of the IPA funded projects by securing the accounts' liquidity and execution of payment to the contractors in a timely manner;
- Providing instructions to the employees for preparation of financial forecasts for submission to the EC services, as well as for the budget preparation process, budget review process and preparation of the fiscal strategy;
- Performing control over the implementation of the approved annual budget for the IPA funded projects, providing guidance to the employees for preparation of budget reallocations and extension of the budget, when needed;
- Reviewing and approving different types of financial reports and declarations of the expenditures disbursed to the EC services;
- Authorising the payments to the contractors - authorised signatory of 31 account managed by CFCD;
- Reviewing and approving the analyses and reports prepared under the responsibility of the Department – Lessons Learned Analysis, Workload Analysis, Recruitment Plan, Self-assessment Analysis, Statement of Assurance, Financial Reports, Financial Forecasts, etc.;
- Communicating and cooperating on daily basis with representatives from different EC services, European Court of Auditors, auditors from different Directorates of the European Commission, as well as audit companies engaged by EC to control the work of CFCD on behalf of EC, Audit Authority of the Republic of North Macedonia, internal audit of the Ministry of Finance, etc.;
- Participating, as representative of the Department, on different meetings with representatives from other governmental and non-governmental institutions in the country, with the Delegation of the European Union, the European Investment Bank, European Bank for Reconstruction and Development, other IFI's, private companies, domestic and foreign;
- Participating on different events, workshops, sessions (national and regional) that refer to the implementation of the pre - accession assistance, sound financial management of IPA funds and national budget, prevention and treatment of irregularities, achieving higher absorption of IPA funds etc. and presenting the achievements of the Department and the lessons learned from the experience gained so far;
- Participating in the Stabilisation and Association Committee as a deputy member responsible for reporting towards EC on the progress achieved in the process of implementation of the pre-accession assistance;
- Participating in the working group established for Chapter 22- Regional Policy and Instruments, reviewing and approving the reports for the progress achieved in the implementation of EU assistance in the country in the area of Regional Development where a number of infrastructural projects are implemented;
- Participating in the working group responsible for the negotiation process for accession to EU for Chapter 32- Financial control, accountable for reporting the progress achieved in the establishment of a legal framework for prevention and treatment of irregularities in the implementation of the IPA funds.

Name and address of employer	Ministry of Finance, Dame Gruev 12, 1000 Skopje, Republic of North Macedonia
Type of business or sector	Governmental sector
Dates	July 2007 - November 2018
Occupation or position held	Head of Finance Unit, Central Financing and Contracting Department (CFCD)

Main activities and responsibilities

- Being responsible for overall coordination and managing the work of the Finance Unit officers;
- Ensuring smooth and efficient financial management of the IPA funded projects by securing accounts' liquidity and execution of payments to the contractors in timely manner by respecting the principle of sound financial management;
- Accountable for monitoring the financial implementation of around 410 different types of contracts signed with contractors in an amount of MEUR 527:
 - 72 works projects (MEUR 372) in the area of road and railway transport, protection of the environment and waste management
 - 102 grant contract including direct grant to national and international organizations (UNDP, ILO, Employment Service Agency) in an amount of MEUR 22
 - 70 supply contracts (MEUR 25)
 - 166 service and twinning contracts (MEUR 108);
- Successful closure of 5 IPA Programmes by the end of 2018, reviewing and approving the Final Implementation Reports prepared per programme and submitted to EC, where around 350 contracts were successfully implemented and an amount of MEUR 465 was disbursed to contractors;
- Performing controls regarding the eligibility of expenditures declared by the contractors, checking and approving their financial reports and authorising the amounts for payment;
- Checking and approving the Request for funds submitted to the National Authorising Officer;
- Managing the Department's 31 account, controlling the accounts' liquidity and execution of payments - authorized signatory of accounts;
- Checking and approving different types of financial reports and declaration of expenditures submitted to EC services;
- Managing the bank guarantees provided by the contractors;
- Checking and approving the cash flow forecasts and other financial forecasts regarding the budget preparation process, budget review process, preparation of the fiscal strategy;
- Designing and updating the CFCD Internal Manual of Procedures for financial management, providing instructions for improvement of the quality of the work performed in line with the applicable rules and legislation;
- Providing input in preparation of tender documents, contracts, amendments to the contracts with respect to the financial implementation and other implementation - related issues;
- Participating in the info days organized for the published call for proposals for grant contract;
- Coordinating the process of evaluation of the grant applications in terms of reviewing and approving the applications' budgets before contracts' signature;
- Delivering trainings to the grantees that have been awarded with contracts regarding the rules for proper implementation and sound financial management, as prescribed with the contract provisions;
- Representing CFCD in meetings with different entities regarding implementation of IPA funded projects, financial matters, irregularities, risk management, etc.;
- Participating in the Stabilisation and Association Committee as a deputy member responsible for reporting towards EC on the progress achieved in the process of implementation of the pre-accession assistance;
- Participating in the Sub-committee of Economic and Financial Issues - ECFIN within the Stabilisation and Association Committee as a member accountable for reporting the progress achieved and the challenges faced in the process of implementation of IPA;
- Participating in the working group established for Chapter 22 - Regional Policy and Instruments, reviewing and approving the reports for the progress achieved in the implementation of EU assistance for our country in the area of Regional Development where a number of infrastructural projects are implemented.

Name and address of employer	Ministry of Finance, Dame Gruev 12, 1000 Skopje, Republic of North Macedonia
Type of business or sector	Governmental sector
Dates	November 2005 - July 2007
Occupation or position held	Junior Associate- Finance officer Central Financing and Contracting Unit, Budget and Funds Department
Main activities and responsibilities	<ul style="list-style-type: none"> • Participating in the process of establishment of the system of decentralised implementation of the EU pre - accession assistance - IPA; • Participating in the establishment of the legal framework for utilization of IPA funds in the Republic of North Macedonia, preparation of different types of operational agreements, bank protocols, decrees and rulebooks; • Designing and updating the Internal Manual of Procedures and detailed Guidelines and check lists regarding the implementation of EU financial assistance, in particular the procedures regarding: <ul style="list-style-type: none"> - Financial management, - Monitoring the Programmes' implementation, - Budget preparation and monitoring the budget implementation, including bridge financing, - Risk management, - Management of irregularities, - Human resources management, - Quality control, etc.; • Establishing the system of accounts and defining the flow of funds that complies with the respective EC requirements and the applicable national law in order to ensure proper audit trail on both EU and national funds; • Establishing the reporting system toward National Authorising Officer and EC regarding the financial implementation of IPA funded projects; • Participating in the programming process of the Multi-Annual Operational Programmes for Regional Development and Human Resources Development and ensuring compliance of eligible activities proposed to be financed under the programmes with the respective national strategies and other national strategic planning documents; • Preparing the accreditation packages per IPA Component for submission to EC auditors, coordinating the process of compiling all necessary documentation, as well as preparation of detailed answers for the auditors on each accreditation criteria established with IPA Implementing Regulation; • Providing trainings to the institutions that are part of the IPA structure within the Government in order to be prepared for the capacity assessment audit missions as part of the accreditation process by the European Commission.

Name and address of employer	Ministry of Finance, Dame Gruev 12, 1000 Skopje, Republic of North Macedonia
Type of business or sector	Governmental sector
Dates	October 2003 - November 2005
Occupation or position held	Junior Associate- Budget Analyst Budget and Funds Department
Main activities and responsibilities	<ul style="list-style-type: none"> • Budget planning and preparation of forecast for the budget users on annual basis; • Analysing the budget expenditures and revenues of budget users and monitoring the budget execution during the fiscal year; • Preparing requests for reallocation between budget items and programmes if necessary and preparing the budget review; • Preparing reports on the budget implementation;

- Participating in the preparation of the Fiscal Strategy;
- Preparing information papers and other documents in respect to the budget implementation.

EDUCATION AND TRAINING

Dates October 1998 – April 2003
Title of qualification awarded Bachelor of Economy
Principal subjects/occupational skills covered Economy – Macroeconomics
Name and type of organisation providing education and training Faculty of Economics
 Ss. Cyril and Methodius University, Skopje
Level in national or international classification VII/1

Dates September 1994 - October 1998
Title of qualification awarded /
Principal subjects/occupational skills covered General high school
Name and type of organisation providing education and training Gymnasium Josip Broz Tito, Skopje
 High School Skopje
Level in national or international classification IV

PERSONAL SKILLS

Mother tongue(s) Macedonian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	LISTENING	READING	SPOKEN INTERACTION	SPOKEN PRODUCTION	
English	C2	C2	C2	C2	C2
German	A1	A1	A1	A1	A1
Turkish	A1	A1	A1	A1	A1

- Communication skills**
- Good communication skills
 - Ability to live and work in multi-ethnic environment
 - Team worker
 - Ability to establish good working and informal relations with people of different national and cultural background
 - Friendly attitude
 - Fairness, equity and dignity

- Organisational / managerial skills**
- Responsible and self-reliable
 - Result oriented person
 - Extremely organized person
 - Management skills
 - Leadership capabilities

- Digital skills** Computer Proficiency, in:
- Editing: Microsoft Office Word, Microsoft Power Point
 - Databases: Microsoft Office Excel
 - PC Operation Systems: Windows 10, Windows 7
 - Mail clients: IBM Notes, Outlook Express, Microsoft Outlook
 - Internet

Other skills

Driving licence /

ADDITIONAL INFORMATION

List of professional references

Ms. Iskra Belcheva- Ristovska
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Center for Change Management (CUP)
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Ms. Jasmina Ristovska
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Relationship: Former colleague

ANNEX 1- TRAININGS

- Dates
- EU Introductory Training - (SEA, 2-4 April, 2007);
 - EU Legal Framework (SEA, 29 -30 March, 2007);
 - Seminar on Certification and Audit of the EU and Pre- accession Funds – (Ministry of Finance & SIGMA, 21 March, 2007);
 - Seminar on Budget and EU Funds - (Ministry of Finance & SIGMA) 14-15 May, 2007),
 - English Language in EU Legislation - (SEA 22 June, 2007);
 - Training on Research of Data on the EU Official Sites - (SEA 28 June, 2007);
 - Financial and Control Management Training- Writing Internal Acts (part I) - (Ministry of Finance PIFC Department-TWINNIG PROJECT 17-21, September, 2007);
 - Financial and Control Management Training- Writing Internal Acts (part II) - (Ministry of Finance PIFC Department-TWINNIG PROJECT 15 September, 2007);
 - Management and Monitoring of Operational Programmes funded by EU - (Institute of Public Administration in Dublin 23-26 October, 2007);
 - Awareness raising on the Decentralisation of management in assistance in the Republic of Macedonia - (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 17 October, 2007);
 - Workshop on Financial Management – (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 9 and 24 April, 2008);
 - Workshop on Accounting - (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 13 April, 2008);
 - Workshop on PRAG-basics- (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 26 May, 2008);
 - Workshop on irregularities - (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 6 June, 2008);
 - Workshop on Project Identification under IPA- Roles and responsibilities, Legal Frame, Operational Agreement and Guidelines for Project Implementation – (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 23 July, 2008);
 - Workshop on Project Identification under Component 1 Manuals of Procedure - (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 24 July, 2008);
 - Workshop on Project Identification under Component Manuals of Procedure - (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 25 July, 2008);
 - Workshop on Project Identification under Component 4 Manuals of Procedure - (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 28 July, 2008);
 - Workshop on Procurement/ PRAG Supplies - (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 24-25 November, 2008);
 - Workshop on Procurement/ PRAG Services - (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 26-27 November, 2008);
 - Workshop on Preparation Project Fiche - (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 05 December, 2008);
 - Workshop on establishing ToR for Framework Contracts required for the tendering of 2008 Component I - (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 03 February, 2009);

- Workshop on Soft Skills - (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 27-29 March, 2009);
- Workshop on Introduction to Public Finance Management (Center of Excellence in Finance, 6-10 April 2009, Skopje);
- Workshop on Grants - (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 24 April, 2009);
- Workshop on Procurement - (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 26-28 June, 2009);
- 01 - 03 July 2009 Zagreb, Croatia - EC Project – "Capacity building in support of the decentralisation of management assistance in the Republic of Macedonia"
- Monitoring and evaluation at project level – Simulation (Capacity Building in Support to the Decentralisation of Management of Assistance in Republic of Macedonia Project, 20-22 November 2009, Mavrovo);
- EU Negotiations – Communication, Politics and Diplomacy (part of the project "Macedonia and the EU" – Preparing for EU accession organized by the Secretariat for European Affairs in cooperation with the Consulting Company "The Brussels Office" contracted by the Government of the Kingdom Norway, 17-19 October 2010, Mavrovo);
- Workshop on the preparation of the Statement of assurance by SPO/ IPA Coordinators to PAO/ HOS and preparation of Statement of Assurance from PAO/HOS to NAO (Twinning light project: Capacity building for the management of EU funds and IPA within the Central financing and contracting department (CFCD) and national fund (NF), December, 2010, Skopje);
- Lessons Learnt Seminar Twinning light project: Capacity building for the management of EU funds and IPA within the Central financing and contracting department (CFCD) and national fund (NF), December, 2010, Skopje);
- Practical trainings on the management with the Management Information System (MIS), more precisely with the Document Information System and Accounting Module within the project "Establishment of the MIS" implemented by the project contractor Asseco;
- Understanding the process of project appraisal based on financial and economic analysis of projects (Technical Assistance for supporting the Operating Structure in implementation of the Operational Programme for Regional Development (OPRD 2007-2009 – Preparation, Organisation and Carrying out Trainings, October 7, Skopje);
- Seminar on the new Twinning manual – March 20, 2012, Skopje European Delegation premises
- Training on audit of operations, Skopje 2012
- Seminar on the new Financial Regulation and PRAG Procedures 2013, organised by the European Commission, Delegation of the European Union, Skopje 2013
- Workshop on lessons learnt and good practise in relation to the establishment of internal system for capacity building in CFCD with the focus on Decentralised Implementation System (DIS) for implementation of the Instrument for Pre Accession Assistance (IPA funds)
- Preparation of Particular Conditions and role of the Employer under 1999 FIDIC RED and YELLOW BOOK - October 2014, organized by ECV Consultancy Ltd. in partnership with the Delegation of the European Union to the Republic of Macedonia
- PRAG Procurement Rules – 29-30 June 2016, Ministry of Finance
- Workshop for National Programme for Adoption of Acque – November 2016, Ohrid, Republic of Macedonia
- Participated in international Seminar on 3 FIDIC Accredited Courses under 1999 FIDIC Conditions of Contract (Red & Yellow Books): - Abridged particular use of the 1999 FIDIC Conditions of Contract; - Preparation of Particular Conditions and - management of Claims and Resolution of disputes– 27th & 28th February & 01th&2nd March 2017, organized by ECV Consultancy Ltd. in partnership with the Delegation of the European Union to the

Republic of Macedonia (Management of Claims and Resolution of Disputes under FIDIC Contracts and MDBs' Construction Contract)

- Regional Seminar for CFCU / MS and NAOSO – 13-17 March 2017 organised by the European Commission – Cesme, Turkey
- Regional meeting of CFCD/CFCU/ Ministry of Finance – 07-09 May 2017 organised by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Skopje
- Workshop on enhancing the quality assurance and verification of expenditures functions in central financing and contracting department (CFCD) in the Ministry of Finance as Contracting Authority for programmes financed under IPA components I, III and IV – 02-04 November 2017, Mavrovo
- 27-29 March 2018 – 3rd Regional Meeting/Workshop of CFCU/CFCD/ Ministry of Finance, GIZ, Budva, Montenegro
- Sustainability of Waste water treatment plant in Republic of Macedonia – 12-13 April 2018, organised by Association for Treatment of water and Waste water of RM.