

PERSONAL INFORMATION

Diturije Ismaili



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WORK EXPERIENCE

01/10/2017- **Present** Lecturer and Director of International Relation and Projects Office at “Mother Teresa” University, Skopje

Teaching courses:

- “Research Methods in Social Sciences”
- “Human Resources Management”
- “Strategic Planning”
- “Human Resources Management in public sector”
- “Strategic Management”
- “Qualitative and quantitative methods in social sciences”
- “Social policies”
- “Public Policies and Lidership”

01/09/2018- **Present** academic Coordinator for International Cooperation “Mother Teresa University”

01/09/2014–
30/09/2017 Research and development department manager
Epoka University, Tirana (Albania)

- drafting strategies, policies, regulations and procedures regarding research activities;
- provides support for obtaining sponsored research funds and managing sponsored program activities
- organize projects cycles for internal projects including calls, collecting applications, assigning reviewers and monitoring implementation and budget usage
- serves and guides the University on all aspects of sponsored programs administration by providing pre-and post-award services, training and information to research administration and funding
- confirming requests for research funding;
- monitoring financial transactions for completed work, services rendered and supply of equipment, materials and working tools for project coordinators;
- procedural support for professional development of academic staff;
- assisting in publication of scientific journals and textbooks;
- supervise the administration and monitoring of internal and external research projects;
- assisting in the preparation of applications for various local and international projects;
- maintenance of the web-page of the university research section;
- coordinating the research database;

Teaching engagements:

- 2015-2017- Teaching “Research Methods in Social Sciences” in the Department of the Political Sciences and Public Administration at Epoka University
- 2016-2017 Teaching MA course “Current issues on International Relations”, Epoka University, Tirana

- 01/11/2007–31/08/2014 Research and development department manager
South East European University, Tetovo (former Yugoslav Republic of Macedonia)
- Lead and manage the Office for Research;
 - Support and build business plans and analysis according to the university's society.
 - manage international programs and projects, seek means for the university to excel in education and research;
 - manage faculty research performances against targets set by the Office and University strategy; develop and implement work/ management strategy;
 - execute the responsibilities of the Universities in the fields of research according to lawful and ethical standards;
 - seeking research and educational opportunities in RM and abroad to facilitate staff development;
 - developing projects and project implementation; approve budget advances from the University research fund;
 - manage Publication Fund; implementing University policy and standards; other duties assigned.
 - Editor of “SEEU Review” 2007-2014
- 01/04/2007–31/10/2007 Personnel professional
South East European University, Tetovo (former Yugoslav Republic of Macedonia)
Assisting in the overall administration of research activity;
- seeking research and educational opportunities in RM and abroad to facilitate staff development;
 - developing projects; project applications and project implementation; implementing University policy and standards; organise seminars and conferences for MA and PhD students;
 - prepare agreements for research projects; meet research centres staff and assist them in their research strategies; write reports as required;
 - Editor of SEEU Review;
 - Propose staregy for publications and manage Publication Fund; etc.
- 01/01/2004–30/09/2010 Higher education teaching professional
South East European University, Tetovo (former Yugoslav Republic of Macedonia)
- Teaching English courses at level III and Level IV to Public Administration and Business

Administration Faculty.

- Assistant Professor in the Faculty of Public Administration and Political Sciences – SEEU, **subjects** “EU Institutions and Policies” and “International Organisation”

- 01/03/2003–30/04/2007 Administrative associate professional
South East European University, Tetovo (former Yugoslav Republic of Macedonia)
- Assisting Rector in day to day administrative and management issues;
 - answering questions pertaining to Rectorate and University policies;
 - making arrangements and meetings for Rector, Pro-rectors and to the Secretary General;
 - replying to questions and requests sent to the official mail address; sending official information and decisions made by Academic Council to staff, teachers and students via mail;
 - preparing agenda and documents for meetings of Academic Council and University Senate and distribute to the Academic Council and University Senate members, translating documents as needed;
- 01/04/2002–28/02/2003 Administrative associate professional
Catholic Relief Services, Skopje (former Yugoslav Republic of Macedonia)
- Receiving, analysing and selecting project proposals for selection meeting;
 - going in the field for technical assessment;
 - holding meetings with local authorities; update supervisor about any important information;
 - filing documents; prepare agreements for the projects;
 - manage and monitoring projects; preparing PRF for projects;
 - writing final reports for every project; etc.
- 01/03/2001–31/01/2002 Senior official of humanitarian organisation
American Red Cross, Prishtina (Serbia)
- Responsible for written and verbal translation;
 - typing documents in both word and excel on the computer;
 - prepare financial monthly reports; procure goods;
 - coping and filing documents; made appointments;
 - taking minutes of meeting;
 - translating and prepared written minutes in two languages Albanian and English;
 - researching on the Internet; keeping track on finance accounting;

EDUCATION AND TRAINING

01/11/2011–09/02/2016	PhD in Law Faculty, Department of Political Sciences Ss. Cyril and Methodius University, Skopje (former Yugoslav Republic of Macedonia) PhD thesis "Managing international programs of higher education: a comparative case study of Macedonia and Albania"	EQF level 6
01/10/2005–08/01/2008	Master of Science in Public Administration and Political Sciences South East European University, Tetovo (former Yugoslav Republic of Macedonia) Joint Master Degree with University of Paris XII and South East European University in the Programme of the Comparative Public Administration of EU. Graduated with Master thesis "The Post Nice Process and Institutional Reforms of European Union"	EQF level 5
01/09/1994–29/05/1999	Professor of English Language and Literature State University of Tetova, Tetovo (former Yugoslav Republic of Macedonia) Graduate in Faculty of Philology at State University of Tetova in the Department of English Language and Literature	EQF level 4
01/01/2002–Present	Diploma and certificates awarded Trainings Sweden- University of Gothenburg – four days training seminar focused on institute management and ethics, as well as quality assurance at an academic institute. Greece- One week Practical Placement at Macedonia University about doctoral studies at social sciences Poland- Attended four days Conference on Building the European Research Area: The Responsibilities of Research Managers” organized by EARMA (European Association for Research Managers and Administrators) Belgium - Two weeks Practical Placement at Gent University, February 2006 on ECTS-Diploma Supplement, staff and students mobility, research and internationalisation of the universities- Diploma achieved Austria-University of Graz- Intensive two-week workshop on South East Europe Higher Education Administration Development- Diploma achieved. Norway- Attended two-month training on Democracy, Human Rights and Peace Conflict Resolution organized by Nansenskolen/Norway- Diploma achieved. France- Attended intensive two weeks Alliance Meeting in Paris for summer school organization. Denmark- Attended one month International Leader Training Seminar organized by Mellefolkeligt Samvirke/Denmark- Diploma achieved.	

Turkey- Attended and presented paper in “World Conference in Educational Sciences, February, 2010

Slovenia - Attended four days Annual Conference of EARMA on topic “Grand challenges in Research Management and Administration”, June 2010

Germany, University of Hamburg attended Academic Network Southeast Europe (AN-SEE) -Strategy Workshop on Joint Projects and Publication as representative of the network from Macedonia.

Belgium, Katholiken University of Leuven attended Annual meeting of HRS4R project funded by European Commission, February 2013.

Columbia University in NY attended training “Social Harmony and Peace Conflict Resolution “, March 2013. Diploma achieved

Vienna, 2017 participated in Bridge Building Summer School on Social Welfare, certificate achieved

Attended several internal and in country trainings organized by South East European University and other institutions in Republic of Macedonia.

Publications

- “The concept of motivation and managers approach towards it” , paper presented in Annual Conference held in Budva, Montenegro. Full paper published in Knowledge International Journal, 2019, ISSN 2435-4439; ISSN 1857-923X, Volume 31.1, pg. 259-263
- “The impact of international projects in the higher education reforms: the case of North Macedonia”, accepted in SGEM Vienna Conference held in April 2019. Full paper published in Conference proceedings, volume 6, <https://doi.org/10.5593/sgemsocial2019V/1.1> , ISBN 987-619-7408-73-7, ISSN 2367-5659
- “The impact of pre-school education in the next levels of educational system: case study the city of Skopje “, paper presented in the conference held in December in Bansko, Bulgaria”. Full paper published in Knowledge International Journal, 2018 available on <http://ikm.mk/Scientific%2028.3.pdf>
- The role of human resources in the direct investments; case study the Municipality of Gostivar”, “, paper presented in the conference held in December in Bansko, Bulgaria on 2018. Full paper published in Knowledge International Journal, available on <http://ikm.mk/Scientific%2028.5.pdf>
- “To what extend has a Single European Identity Been Achieved” presented paper in World Conference of Educational Sciences held in February, 2018. Full paper is in process of publication in Procedia Social and Behavioural Sciences Journal.
- “Impact of integration in the European Union in the Economy of the Republic of Macedonia”, presented paper in the conference on May, 2017. Full paper published in the Conference Proceedings ISBN 978-9928-208-35-4. Available online http://www.asecu.gr/files/13th_conf_files/13th-conf-asecu-proceedings.pdf
- “ Are the elected officials chosen in free, fair and frequent elections: the case of the city of Durrës” presented paper in the international conference “ Towards Sustainable Development”. Book of abstract published and can be found <https://conference.unt.edu.mk/wp-content/uploads/2017/12/Abstract-Book.pdf> Full paper in process of publication in the South East European Journal of Sustainable

Development Indexed by EBSCO.

- “The Post Nice Process and Institutional Reforms of the New Members States of EU” - research paper published at SEEU Review – vol. five. number one, 2009- ISSN-1409-7001; http://www.seeu.edu.mk/files/SEEU_Review%2005_1.pdf
- January, 2010, research paper, “Human Resources Management at South East European University as a new model of Higher Education in the Republic of Macedonia”, published at Procedia Social and Behavioural Sciences Journal 2 (2010)5125-5129 : 1877-0428-2010, Published by Elsevier Ltd.
- “Finding the right person to lead a third-generation university: a new approach in the Republic of Macedonia”, presented at WCES and published at Elsevier Science Direct- Social and Behavioural Sciences Journal 15 (2011) 2083-2087 :1877-0428©2011 Published by Elsevier Ltd.
- “A study on achievements of SEEU research after 10 years”, published on Procedia-Social and Behavioural Science Journal (ISSN: 1877-0428) by ELSEVIER (www.elsevier.com) and indexed to Science Direct, Scopus, Thomson Reuters Conference Proceedings Citation Index (ISI Web of Science)
- “The decentralisation process in the Republic of Macedonia in function of solving inter-ethnic relation problems”, published in AKTET- Journal of Institute Alb-Shkenca, ISSN 2073-2244, Vol 4 number 4, http://alpa.mali-it.eu/journal/aktet/vol/vol4/Aktet_Vol_IV_Nr_4_pp_624_628.pdf

Books

- Research report “Nivel i motivimit te mësimdhënësve ne arsimin fillor dhe ndikimi i tij ne performance (rast studimi Komuna e Cairit), published by Municipality of Chair 2019, ISBN 978-608-245-488-7
- Chapter of the book” From Green Fields to intelligent buildings”, published by SEEU, 2010, ISBN 987-608-4503-37-8
- Book “The post Nice process and Institutional Reforms of The European Union” published by Lambert Academic Publishing, 2011, ISBN 978-3-8465-9276-0

PERSONAL SKILLS

Mother tongue(s) Albanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C1	C1	C1	C1
Macedonian	C2	C2	C2	C2	C2
French	A2	A2	A1	A2	A2
Turkish	A2	B1	A1	A1	B1
Serbian	B2	B2	B2	B2	B2

Bosnian	B2	B2	B2	B2	B2
German	B1	B2	A2	A1	A2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Proficient in the use of the latest computer software and word processing, Spreadsheet, database e-mail and Internet software, SPSS, etc

Organisational / managerial skills
 Projects

Trainer in the Secondary High Schools “Contemporary concepts in the secondary schools – the new role of the teacher and the new strategies of learning and teaching”. Financed by Bureau for Development of Education in North Macedonia – 2021

Senior Researcher “Boosting Literacy and Numeracy Skills for Roma people”, financed by Erasmus Plus, 2020-2022- KA204-34B2FFA0

Member of the Steering Committee “Accelerating Western Balkans University Modernisation by Introducing Virtual Technologies: Vtech@WBUni. CBHE Erasmus Plus 2020-2022; Project No: 610281-EPP-1-2019-1-AL-EPPKA2-CBHE-JP

Expert in Business Development and Mentoring for Media Outlets within the ‘Media for All’ - Supporting Greater Media Independence in the Western Balkans project lead by the British Council and funded by the FCO- current.

Senior researcher in the Regional project “Mapping of youth policies and identification of existing support and gaps in financing of youth actions in the Western Balkans”, coordinate by Soros Foundation in Albania and financed by RCC- current

External expert for evaluation and approving final projects report in **the National Agency of Erasmus Plus in North Macedonia**-current

Senior Researcher in the Research project ““Nivel i motivimit te mësimdhënësve ne arsimin fillor dhe ndikimi i tij ne performance (rast studimi Komuna e Cairit), supported by Municipality of Chair.

Senior Researcher in IPA project “ “Building stronger local networks to enhance protection of Roma children rights”(Project Ref. No. EuropeAid/ 138660/ID/ACT/MK) – current

Institutional coordinator in the Erasmus+ project “ Enhancing and Validating servlce related competences in Versatile learning environments in Western BALKAN Universities (e-VIVA)” 2018-2021

External Expert of the Public Agency for Accreditation of Higher Education in Republic of Albania- June 2015-2016

Head of the Commission for International Relations at “Mother Teresa’ University, 2018-ongoing

Member of the Internal Audit Board of Epoka University, 2016 –2017

Member of the Data Collection and Analysis Unit under Academic Evaluation and Improvement Board at Epoka University, June 2016- 2017

Academic Advisor in the “Projects’ Club “of Epoka University, 2014- current

Editor of the Scientific Review “SEEU Review” published by South East European University - De Gruyter, 2007- 2014

Member of the Board of Human Right Centre of SEEU (2004- 2014)

Member of the Executive Committee of Macedonian Unit of the International Network of UNESCO Chair in Bioethics (2008- current)

Member of Consortium in several TEMPUS Projects (2004- 2013)

Secretary General of the Academic Research Committee at SEEU (2007- 2014)

Official contact person of University on the 3rd cohort *Institutional Human Resources Strategy Group- European Commission Project*

University coordinator for the RRPP (Regional Research Promotion Programme for Western Balkan) funded by Swiss Government.

Senior Researcher in the project “Sozdavawe precizni opisi i evaluacii za opredeluvawe na jazi-nite nivoa na albanskiot i makedonskiot jazik”

Junior Researcher team in the project “Ethics and IT”

Junior Researcher “Case study about the influence of motor vehicles in air pollution in the town of Tetovo”

Member of development Board TEMPUS "Intégration et structuration des relations internationales dans les universités macédoniennes" 2003-2004

Member of the Development Board in the TEMPUS Project “Developing Doctoral studies in social sciences according Bologna Process” 2006-2008

Contact person and Task Force leader in the TEMPUS project “JOINSEE” 2009-2012.

Member of the Steering committee in the TEMPUS project “Interuniversity 2nd and 3rd cycle IR study programs in Macedonia”- 2008- 2011

Senior Researcher and Project Coordinator of the project “Street children in AL, MK, AI and BiH- struggle and identities”, funded by RRPP Switzerland

Project Coordinator of Epoka University in the COST Action IS 1404 “Evolution of reading in the age of digitalization (E-READ)” funded by Horizon 2020- EC , November 2014- November 2018.

Project Coordinator of Epoka University in the COST Action IS1402 “Ageism: A Multi-National, Interdisciplinary Perspective” funded by Horizon 2020- EC, November 2014- November 2018

Member of the Cost Action CA15212, titled “Citizen Science to promote creativity, scientific literacy, and innovation throughout Europe”

Substitute Member in the COST action CA19136, entitled “NET4AGE”

Member of the Managing Board and team member in the ERASMUS+ project 561510-EPP-1-2015-AT-EPPKA2-CBHE-JP named “Strategic support on strengthening the quality assurance structures at the private higher education institutions in Albania”, 2015-2018

Member of the Scientific Board of the Conference “ Shqipëtarët e Rekës së Epërme , përballë sfidave të kohës”, conference book proceedings ISBN 978-608-4503-95-8

Team member in the Erasmus Plus project of European Commission (Project number: 573942-EPP-1-2016-1-RS-EPPKA2-CBHE-JP), K-FORCE

Project Coordinator in the Development Board in the Erasmus Plus Project “Promoting Graduate Skills and Employability at the Albanian Labour Market: Capacity Building and Development of Albanian HEI’s”-PGSEAL

Job-related skills

- Effective communication (oral and written) in several languages
- Ability to motivate and co-ordinate staff
- Excellent interpersonal and communication skills, both oral and written
- Ability to lead and work within a team
- Ability to analyse and summarize information and present it effectively
- Ability to function with due regard for confidentiality and data protection
- Ability to advise and liaise effectively with the Secretariat, other sections and external organizations and personnel
- Effective organizational and time management skills
- Ability to work independently, flexibly and co-operatively
- Ability to prioritise work load effectively to meet deadlines and work well under pressure
- Excellent attendance and punctuality and effective use of working time
- Ability to use information technology and university computer systems efficiently to meet job requirements
- A willingness to undertake and provide training
- A willingness to work within, contribute to and promote the University's mission of excellence and equality

Computer skills Proficient in the use of the latest computer software and word processing, Spreadsheet, database e-mail and Internet software, SPSS, etc.