

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name	KIRJAS, EMIL
Address	NARODEN FRONT 31/31, 1000 SKOPJE, MACEDONIA
Telephone	+389.70.243022
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E-mail	emil@kirjas.com
Nationality	Macedonian
Date of birth	26 JUNE 1975

WORK EXPERIENCE

29 December 2004 – ,
Ministry of Foreign Affairs, Government of the Republic of Macedonia
Dame Gruev 6, 1000 Skopje, Macedonia
Government institution
State Secretary

01 January 2002 – 29 December 2004,
Friedrich Naumann Foundation
Gradski zid – kula 28, 1000 Skopje, Macedonia
German publicly financed foundation
Head of the Office in Macedonia

01 April 2000 – 31 December 2001
Directorate of Youth and Sport, Council of Europe
30, rue Pierre de Coubertin, 67000 Strasbourg, France
European Intergovernmental institutions
Administrative Assistant in the European Youth Foundation, Solidarity Fund for Youth Mobility and Partnership Agreement of the EC and CoE in the Field of Youth Training

01 May – 30 September 1999
IFLRY
P.O. Box 781, 1000 Brussels, Belgium
International Youth NGO
Part time acting IFLRY Executive Director

01 January - May 1999
Organisation for Security and Cooperation in Europe – KVM Skopje
TC Paloma Bjanka, 1000 Skopje, Macedonia
Intergovernmental International Institution
Field assistant, OSCE Skopje Support Unit

EDUCATION AND TRAINING

1993-2000, Electrical Engineering Faculty, University Sts. Cyril and Methodus, Skopje, Engineer of Computer Sciences

1989-1993, High School in Natural-Mathematic Sciences, Skopje

1994-2002, Participant on Training Courses for International Young Leaders on International Youth Work, International Cooperation, Foundation Management

1997-1998, French Language Training for Youth Leaders in Belgium and France, organised by the Council of Europe

2000- , Trainer on Study Sessions and Council of Europe Training Courses

1999- , Moderator and Trainer on Conflict Resolution and Organisational Management seminars and trainings in Macedonia and South East Europe

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE

MACEDONIAN

OTHER LANGUAGES

- Reading skills
- Writing skills
- Verbal skills

ENGLISH	FRENCH	GERMAN	RUSSIAN	CROATIAN	SPANISH	ITALIAN
excellent	excellent	excellent	excellent	excellent	good	good
excellent	good	excellent	excellent	excellent	basic	good
excellent	excellent	excellent	excellent	excellent	good	good

SOCIAL SKILLS AND COMPETENCES

Working experience in international environment for longer time, group organiser on formal and social level, direct and sincere in presenting options, communicative to people from different backgrounds and origins, networking oriented

ORGANISATIONAL SKILLS AND COMPETENCES

Leadership in various fields on NGOs on national and international level, as well as on political and administrative level

Analytical approach to the issues and strategic development oriented

Listening to other people's opinions and common policy development through the work posts held in the past

Drafting projects, reports, financial overviews and conclusions on the basis of documents presented through work posts

Managerial work in small and medium sized environment at work posts

TECHNICAL SKILLS AND COMPETENCES

Working with Microsoft Office platform, Internet, Web Site Development, Graphic Tolls like Photoshop, Corel Draw and MsPhoto, Publishing documents through Adobe Acrobat and Adobe PageMaker, Work with new digital technologies

ARTISTIC SKILLS AND COMPETENCES

Design computer work acquired at University and through working in small companies

OTHER SKILLS AND COMPETENCES

Political representation and advocacy acquired from the political work on national and international level

DRIVING LICENCE(S)

Driving licence for B category

ADDITIONAL INFORMATION

- 2004 - , Chairman, Committee for International Politics and Euro-atlantic Integration, Liberal Democratic Party
- 2003 - , Executive Board Member, Liberal Democratic Party
- 2002 - , Vice President, Liberal International
- 2001 - , President, International Federation of Liberal Youth – IFLRY (previously 1997-1999, Vice President; 1999-2001, Secretary General)
- 1999 - , member of the National Committee, Liberal Democratic Party
- 2003 - , Advisory Council on Youth Questions, Council of Europe

- 1999 - 2000, Chair of the Monitoring Group on South Eastern Europe, Directorate of Youth and Sport, Council of Europe
- 1998 – 2001, Advisory Council of the European Youth Centres and the European Youth Foundation, Council of Europe (YFJ)
- 1997 - , IFLRY Representative towards the Parliamentary Assembly of Council of Europe