

Curriculum Vitae

Name: Irma Gjinaj
Address: Rruga Frozina Plaku, Nr 6, Tirane
Email: irma.gjinaj@gmail.com
Skype: Irmagjinaj
Mobile: +355 (0) 693221359



Professional Profile

Trilingual English/French/Italian speaking woman with extensive working experience in international development, donor aid programs; Solid know-how in program and operational management, communication, accountability, human resources, new program opportunities; Experienced in monitoring strategic goals to ensure the progress of all activities; Proven advocacy skills to promote human rights and protection of vulnerable populations.

Country of experience: Afghanistan, Pakistan, Egypt. Italy, Albania.

Professional History

Human rights consultant for NGOs - Self-employed 5/2020 - Present

- Conducted researches and providing advocacy materials for NGOs and individuals on the protection of human rights and empowerment of civil society.
- Drafted proposals to improve democracy and protection of human rights for refugees and vulnerable populations.
- Provided legal assistance on breach of the employment agreement and protection against discrimination at work.
- Provided legal expertise in Human rights and Disability rights for the local nonprofit organization.
- Collaborated with Aura NGO, Together Foundation, IMZHI (Institution for migration, development and integration)

Podcast Coordinator and Presenter-IOM-Cairo MENA Regional Office 09/2019-03/2020

- Communicated through audio, digital, and audience engaging content to stimulate a positive discourse on migration in the MENA region.
- Disseminated knowledge around migration friendly all-public format concerning critical topics like violent extremism, integration, and women.
- Promoted and advocated migration rights and protection of vulnerable populations through testimonies of migrants and the opinions of several experts.

Human Rights Trainer - Together Foundation-Albania 07/2019-8/2019

- Enabled knowledge and understating of legislation related to people with disabilities from their community themselves as well as from policymakers and civil society representatives.
- Improved perspective and awareness raised of the citizens in general thanks to the public debates and articles.
- Promoted the movement for Independent Living for people with disabilities.

Deputy Director - St. Andrew's Refugee Services, Egypt 09/2018-12/2018

- Represented and liaised with relevant donors, multilateral organizations, and communities.
- Coordinated project grants including budget preparation, financial and procurement auditing, monitoring and evaluation.

- Supervised the advocacy policy and strategic planning and implementation on refugee protection and human rights.
- Developed organization structure improving the information flow among programs to archive the goals and support the refugees in Egypt.

Legal Adviser - St. Andrew's Refugee Services, Egypt

11/2017-08/2018

- Secured refugee status for asylum seekers from S. Sudan, Ethiopia, Eritrea, and Somalia, delivering legal counsel and representation to UNHCR.
- Protected asylum seekers, victims of violent extremism from deportation, obtaining UNHCR documentation establishing the right to remain in-country.
- Advocated cases for highly vulnerable populations creating legal briefs and statements to support their claim.
- Educated population regarding their basic rights, hosting training sessions that provided tools and resources used for independent representation.

Program Manager-Together Foundation, Albania

09/2016-02/2017

- Enabled independence for disabled individuals by educating NGO's dedicated to improving the quality of life for the impacted population.
- Trained 20+ NGO teams on project management principles, including budget management, program framework execution, and project evaluation.
- Empowered organizations to secure program funding, providing the necessary tools to articulate project mission, financial/people resource requirements, and program impact.
- Developed relationships with key stakeholders and field actors to achieve mission objectives.

NGO Setup Manager - Progressio, Chile

01/2016-09/2016

- Conducted legal research on legal guidelines for the proper registration and implementation of the activities of the organization.
- Developed policy guidelines to define the culture of the organization and to regulate future support service activities.
- Developed general financial and procurement procedures to assure transparency and to assist the strategic financial management activities.

Procurement Officer, International Development Law Organization (IDLO), Afghanistan

04/2013-01/2015

- Influenced decision making by producing data and statistics for executive-level reporting.
- Demonstrated solid team building capability and training, improving the performance of 120 international and national staff members.
- Led and contributed on the development of the procurement policy and procedures, operational work plan and templates, management and maintenance of project assets and regular inventories.
- Raised awareness on the proper implementation of policies and procedures and spearheaded constant improvement in business negotiations with service providers.

Attorney, Self Employed, Albania

03/2012-05/2013

- Managed and resolved labor law matters such as termination of contract and related conflicts.
- Negotiated settlements on behalf of clients.
- Developed strategies and arguments in preparation for the presentation of cases.
- Educated employees regarding their basic rights, providing resources used for independent representation.

Head of Office & Finance Manager, Act Field School Program, Pakistan

03/2011-12/2011

- Recruited candidates, conducted employee reviews, and trained new employees.

- Insured the quality of the activities related to budget and planning introducing new tools and methodologies.
- Established human resources and procurement policies and procedures to ensure timely implementation of project activities.
- Negotiated disputed financial policies between Italian Cooperation and the Government of Pakistan.

Program Manager, CESVI-ONLUS, Afghanistan

04/2009-02/2011

- Ensured the effectiveness of the emergency response to provide relief and recovery to impacted populations in 12 districts in Herat province.
- Monitored and evaluated programmatic and operational implementation, effecting changes required for improvement.
- Developed relationships with key stakeholders, gaining local leadership's support and program commitment.
- Updated the country security strategy based on HQ and country information, developing emergency preparedness and disaster evacuation plans and programs.

Additional Professional Experience

- Labor Law Lecturer, Albanian University, Albania 2012-2013
- Data based research intern, United Nations Interregional Crime and Justice Research Institute UNICRI, Rome, Italy 2009
- Attorney Assistant, Enver Qafmolla Law Firm, Italy 2004-2008
- National Program Coordinator, Cesvi Onlus, Albania 1999-2001
- HR/Administrator, Alb-Italia 96 SHPK, Albania 1996-1998

Educational History

- SIOI Italian Society for International Organization-UNA, Diploma "Master in International Development & Humanitarian Aid" – Italy 2008
- The University of Rome "Tor Vergata", Master in Law, Italy - 2008
- French language and civilization, Sorbonne University-Paris, France -Certificate - 10/2015-04/2016

Skills

- Strong verbal and written communication skills with the ability to present comprehensive concepts both at the functional and executive levels.
- Strong ability to work independently or in a team, in a timely and organized manner.
- Strong knowledge of Microsoft Office package.

Languages

Language	Read	Write	Speak
English	Proficient	Proficient	Proficient
French	Proficient	Proficient	Proficient
Italian	Proficient	Proficient	Proficient

Language	Read	Write	Speak
Albanian	Proficient	Proficient	Proficient