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| EuropassCurriculum Vitae |   |
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| Personal information |  |
| First name(s) / Surname(s)  | Mihaela Matokanović |
| Address(es) | Bosiljevska 13, 10000 Zagreb, Croatia |
| Telephone(s) | +38513694765 | Mobile: | +38598795613 |
| E-mail | mihaela\_matokanovic@yahoo.com |
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| Nationality | Croatian |
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| Date of birth | 13.05.1980. |
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| Gender | Female |
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| Work experience |  |
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| **Dates**Occupation or position held  Main activities and responsibilitiesName and address of employer**Dates**Occupation or position held Main activities and responsibilities  Name and address of employer  **Dates** | **JULY 2013-**Assistant MinisterHead of Directorate for finance, budget and contracting, in charge and accountable for:- Budget planning, execution and monetary transactions within social welfare system,- Contracting with private sector and NGOs, - Public procurement and investment within the system (Ministry of social policy and youth and more  than 200 institutions within the social welfare system-centralized and decentralized public  procurement) - Financial management and controlMinistry of Social Policy and Youth, Savska cesta 66, 10000 Zagreb**APRIL 2012-JULY 2013**Advisor to the Minister Advising on legal issues and Interpreting laws, rulings and regulations in the field of administrative law, public finances, commercial law, public procurement, social security and social policy, PPP etc.Coordination of legal activities in the Ministry, preparing legal opinions for the Minister, drafting general legal acts, coordination with other State bodies, etc.Ministry of Social Policy and Youth, Savska cesta 66, 10000 Zagreb**SEPTEMBER 2009-APRIL 2012** |
| Occupation or position held | Secretary of State Commission for the Supervision of Public Procurement Procedures |
| Main activities and responsibilities | Public procurement policy, head of general and administrative services, public relations, human resources, domestic and international cooperation, anti-corruption activities, EU membership negotiations and related activities, etc. |
| Name and address of employer | State Commission for the Supervision of Public ProcurementProcedures, 43/IV Koturaška, 10000 Zagreb, Croatia |
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| **Dates** | **OCTOBER 2005-SEPTEMBER 2009** |
| Occupation or position held | Legal advisor – State Commission for the Supervision of Public Procurement Procedures |
| Main activities and responsibilities | Expert work on appeal cases (remedies) in public procurement and concession, complete preparation of appeal cases for counsel of State Commission, drafting of State Commissions decisions, performing tasks regarding administrative disputes against State Commission decisions, tracking of legislation and practice within the scope of the State Commission, participation in drafting general legislative acts, other tasks according to the competence of State Commission.  |
| Name and address of employer | State Commission for the Supervision of Public ProcurementProcedures, 43/IV Koturaška, 10000 Zagreb, Croatia |
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| **Dates** | **May 2004 – OCTOBER 2005** |
| Occupation or position held | Legal trainee - State Commission for the Supervision of Public Procurement Procedures |
| Main activities and responsibilities | Work on appeal cases with another expert, drafting of State Commissions decisions. |
| Name and address of employer | State Commission for the Supervision of Public ProcurementProcedure, 43/IV Koturaška, 10000 Zagreb, Croatia |
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| **OTHER WORK EXPERIENCE** | October 2011-November 2012, International Short time expert - EU funded project Harmonisation of Competition and Public Procurement Systems in Ukraine with EU Standards - Component Public Procurement (Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH) Assistance on developing a Road Map in Public Procurement, transfer of knowledge in  approximation to EU and membership negotiation process, Assistance in the field of fight against  corruption and suppression of conflict of interest in Public Procurement.  March 2013-  - International expert -Workshops on remedies in Public procurement, Montenegro (OECD,  SIGMA).Assistance and transfer of knowledge on application of EU policies and practices in the  review of complaints as well as on the lessons learned from Croatia’s experience in  implementing the same, Transparency, monitoring and reporting in PP review system. - International expert –Workshops for the State Appeals Commission for Public Procurement and  Public Procurement Bureau, Skopje, FYROM (OECD, SIGMA). Transfer of knowledge in EU  procurement rules and how those are applied in EU member states, by the CJEU and in  Croatia. - International expert-ENI East Regional Conference on Public procurement (Armenia,  Azerbaijan, Georgia, Moldova and Ukraine)  |
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| **Education** |  |
| **Dates**Name and type of organization providing education and training**Dates** | **1998 - 2004** Faculty of Law, University of Zagreb, Croatia**2006-** |
| Title of qualification awarded |  Postgraduate study in European law at University of Zagreb, Faculty of Law. |
| **Personal skills and competences** |  |
| Mother tongue(s) | Croatian |
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| Other language(s) |  |
| Self-assessment |  | Understanding | Speaking | Writing |
| European level (\*) |  | Listening | Reading | Spoken interaction | Spoken production |  |
| English |  | C1 | Proficient User | C1 | Proficient User | C1 | Proficient User | C1 | Proficient User | C1 | Proficient User |
| German |  | B1 | Threshold User | B1 | Threshold User | B1 | Threshold User | B1 | Threshold User | B1 | Threshold User |
|  | (\*) [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en) |
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| Computer skills and competences | Competent with MS Office (Word, PowerPoint), keen Internet user |
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| Other skills and competences | * State qualifying examination, Central State Office for Administration, 2005.
* Licensed lecturer in the field of public procurement (basic and advanced), Central State Office for Administration. It is a course developed in order to facilitate attendants to be able to conduct training courses. As a certified trainer, I’ve prepared and conducted training in the field of public procurement, tailor made for civil servants on central government level in Croatia. (cca 10 seminars with cca 150 participants).
* Licensed lecturer in the field of fight against corruption (basic and advanced), Ministry of Administration, 2010. It is a course developed in order to facilitate attendants to be able to conduct training courses in the field of a fight against corruption. I have prepared and conducted seminars on fight against corruption in public procurement for cca 200 participants in 10 different modules.
* Also, I’m certified trainer in educational activities conducted under the rules set up in Regulation on the forms, methods and conditions of training (OG, No. 43/09), developed by Ministry of economy, labour and entrepreneurship. It is based on 50 hours (lessons) education, obligatory for all contracting authorities in Croatia in order to conduct public procurement above specific thresholds. I’ve prepared and conducted this form of education in more than 40 seminars for more than 1200 participants. Within this program I’m a lecturer on following subjects:
* Public procurement methods and procedures (open, restricted, negotiated etc…)
* Exclusion of Public procurement rules
* Suitability of economic operators, exclusion of tenders
* Tender documentation
* Provisions on tenders
* Formal rules on Public procurement
* Legal protection-appeal procedure
* Fight against corruption
* Green and sustainable procurement
* I’m an active lecturer for several commercial companies dealing with education in public procurement (workshops, seminar and conferences on different public procurement subject for different groups of participants).
* As a lecturer in educational modules developed by Ministry of economy, labour and entrepreneurship in cooperation with Croatian Chamber of economy and Croatian Employers Association, I’ve participated in preparation and have conducted a sequence of seminars in the field of public procurement for economic operators.
* Author of numerous scientific articles on different maters in public procurement, published in relevant Croatian journals and books.
* As a lecturer, I’ve participated in International conference on Administrative law and public procurement (October 2010, Split) organized by Faculty of law in Split and Faculty of law Paris II.
* Active in drafting several acts in the field of public procurement (Public procurement Act and its amendments, Act on the State Commission for the supervision of Public procurement procedures) member of a working group organized for preparation of Croatian system for Public procurement regulation for EU funded programs.
* Member of a task force for EU membership negotiation in chapter 5-public procurement.
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