

CURRICULUM VITAE

ALBULENA METAJ - MACULA

1. PERSONAL

Last Name: Metaj - Macula
First Name: Albulena
Date of Birth: November 03, 1983
Nationality: Kosovar
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2. EDUCATION AND TRAINING/COURSES

<i>Institution</i>	<i>Duration</i>	<i>Qualifications obtained</i>
University of Tirana, Faculty of Social Sciences, Department of Psychology	2012 - present	PhD Candidate (Psychology)
University of Prishtina, Faculty of Philosophy, Department of Psychology, (Research and Counseling track)	2006 – 2009	MA of Psychology Sciences
University of Prishtina, Faculty of Philosophy, Department of Psychology	2002 – 2005	BA in Psychology
High School “Xhevdet Doda”, Prishtinë	1998 – 2002	High School Diploma

COURSES / TRAINING / CONFERENCES

- Participant and presentation of research paper in an International Conference on Research and Education – Challenges Toward Future”, University “Luigh Gurakuqi” Shkoder, Research Topic: Meta analytic study of Emotional Inteligence, May, 2013
- Global Open Day, International Conference on “Women, Peace and Security – Implementation of UN SCR 1325”, Skopje, 2010
- May, 2009 Participant on the second module in Scientific Conference “Towards effective prevention of suicide and self – harm among the youth in Kosovo”, Republic of Kosovo, Office of the Prime Minister, Foundation “Together” Slovenia, Prishtinë
- March 2009, Participant in the Conference “Participation of women and men in Kosovo’s Judicial System”. Presenting the mian findings and recommendations related to the issue of participation of women and minorities in Kosovo’s Judicial System.
- May 2009, Participant on Training related to Women’s Human Rights and Human Security, Security and Gender Coordination Group (SGCG), provided by UNIFEM. Member of SGCG.
- January – December, 2008 Participant in different conferences, training, workshops related to gener issues as a Gender Consultant within UNDP Gender project (Women’s Participation in Shaping the New Kosovo).
- November 2007, Participant in the composition of the first Strategy of RAE women’s network organizations, Prishtinë
- November 2007. Participant in the first Scientific Conference. “Prevention of Suicide Behavior Among Youth of Kosovo – Challenge or Chance?” International Scientific Conference, Foundation “Together”, Slovenia and WHO Office in Prishtina, Prishtinë
- October 2007, “The first National Congress of Psychotherapy”, Tiranë, Albania

- July 2007, Participant in the composition of the three year Strategy for Kosovar Centre for Gender Studies, Prishtinë
- 2006, “Qualitative and Quantitative Research”, Index Kosova, Prishtinë
- 2005, “Theories and Techniques of Counseling”, Psychology Department, Prishtine
- 2005, Participant of different trainings related to the field of Psychology.
- April 2003, “Stress, Trauma, Torture and its Consequences; Identification and Treatment of Trauma Victims”, Kosovar Centre for Rehabilitating Survivors from Trauma, Prishtinë

Other relevant information (e.i . Publications):

- Albulena Metaj (2013). Analytic Study of Emotional Intelligence. Research and and Education - Challenges Toward the Future" (ICRAE 2013) The 1st International Conference on Research and Education – Challenges Toward the Future (ICRAE2013), 24-25 May 2013,University of Shkodra “Luigj Gurakuqi”, Shkodra, Albania. <http://icrae2013.unishk.edu.al/icraecd2013/> ISSN: 2308-0825
- “PRO WO+MAN” Research report, Co – author. This research report is part of the project “Pro WO+MAN”, Implemented by Peer Educators Network – PEN, financed by Olof palme International Centre, supported by Sweedish Government, Prishtine, 2013
- “Gender Mainstreaming Strategy for Kosovo Protection Corps Resettlement Programme”. United Nations Development Programme (UNDP), Prishtinë, Kosovo 2009.
- ”Gender Mainstreaming Strategy “, United Nations Development Programme (UNDP), Prishtinë, Kosovo. 2008 ;
- Monitoring Security from gender Perspective in Kosovo, A Kosovar Gender Study Centre Project. (Author of few sections of the research project), Prishtinë, 2007

Membership of professional bodies:

- Member of Security and Gender Coordination Group (Inter Agencies) chaired by UN WOMEN, Prishtinë, Kosovo 2009 – 2012.

2. WORK EXPERIENCE

DATE: 2011 – PRESENT

ORGANIZATION: UNIVERSITY OF PRISHTINA, FACULTY OF EDUCATION

LOCATION: PRISHTINË

POSITION: LECTURER ASSISTANT (PSYCHOLOGY COURSES)

DESCRIPTION: Develops and maintains lectures and exercises (field of Psychology), Department of Psychology. Plays an important role in teaching processes, including planning, designing, implementing, monitoring and evaluation process.

DATE: 2009 – PRESENT

ORGANIZATION: “FAMA” COLLEAGUE (PRIVATE UNIVERSITY), DEPARTMENT OF PSYCHOLOGY.

LOCATION: PRISHTINË

POSITION: LECTURER ASSISSTANT

DESCRIPTION: Develops and maintains lectures and exercises (field of Psychology), Department of Psychology. Plays an important role in teaching processes, including planning, designing, implementing, monitoring and evaluation process.

DATE: JUNE 2013 – NOVEMBER 2013

ORGANIZATION: PIXELS
LOCATION: PRISHTINË
POSITION: GENDER ADVISOR

DESCRIPTION: Compile and prepare all relevant materials for the web page on Security Council Resolution 1325, Women, Peace and Security” (SCR1325) for the Kosovo’s Agency for Gender Equality. Coordinate other relevant activities and the prepare of relevant materials with UNWOMEN and Agency for Gender Equality (AGE).

DATE: AUGUST 2013 – NOVEMBER 2013
ORGANIZATION: PEER EDUCATORS NETWORK (PEN)
LOCATION: PRISHTINË
POSITION: RESEARCHER / GENDER ADVISOR (PRO WO+MAN PROJECT)

DESCRIPTION: Compile a draft Report with findings from the Research; Facilitate Focus Group Discussion and prepare a summary of main findings and incorporate in the final report; Final Report with findings from the Research ; Weekly progress report; support the project team for any unexpected request related to project activities. Ensure the adequate preparation and coordination for the next phase of the project, implying a development of Manual for Gender Mainstreaming.

DATE: MARCH 2009 – OCTOBER 2011
ORGANIZATION: UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP) KOSOVO
LOCATION: PRISHTINË
POSITION: GENDER ADVISER (KOSOVO PROTECTION CORPS RESETTLEMENT PROGRAM)

DESCRIPTION:

- Contribute to the integration of gender parameters into the programme framework and activities;
- Together with Programme Specialist establish contacts with relevant actors in the field of gender to seek for possibilities to address common gender related issues including UNDP initiatives;
- To identify female participants’ specific concerns, needs, opportunities and potential hindrances that they might encounter during their socio-economic resettlement by facilitating the organisation of focus groups with female participants in different regions of Kosovo.
- To organise training for APPK’s counsellors with a view to help them refer individuals to relevant networks, projects or institutions taking into account individuals’ needs and interests.
- To advise on and facilitate the implementation of a monitoring and evaluation plan with regards to gender mainstreaming in the KPC Resettlement Programme.
- Develop a gender mainstreaming strategy with a view to address specific needs of women and men in the KPC RP;
- Building on the KPC RP gender strategy, assist as needed APPK counselors to help them support the caseload and refer them to relevant networks, projects or institutions taking into account their specific needs and interest;
- Organize briefing to UNDP and APPK senior management and to NATO representatives on gender issues pertaining to the KPC RP;
- Together with the Programme Specialist, establish active contacts with NGO’s (civil society) including part of the Kosova Women’s Network to identify possible job opportunities and facilitate the caseload’s social inclusion into communities;

- Actively contribute to the inclusion of the gender perspective when assessing progress on monthly, quarterly and annually basis against the overall programme objective statement;
- Within the M&E plan, contribute to the development of gender sensitive indicators to assess progress toward achieving outputs and the overall KPC RP outcome;
- Contribute to the implementation of the M&E plan from a gender perspective, and by sharing information with the M&E and field monitoring officers;
- Etc.

DATE: JUNE – SEPTEMBER 2010

ORGANIZATION: UNIVERSITY OF PRISHTINA, FACULTY OF PHYSICAL CULTURE

LOCATION: PRISHTINE

POSITION: LECTURER ASSISTANT (SPORT PSYCHOLOGY COURSE)

DATE: JANUARY – MARCH 2009

ORGANIZATION: Kosovo Judges Association

LOCATION: PRISHTINË

POSITION: GENDER EXPERT

DESCRIPTION:

- Project: Participation of women and minorities in the Justice System of Kosovo. Facilitation of five Workshops in respective Municipalities of Kosovo; provide the analysis of current situation on women's and minorities participation in the Justice System of Kosovo, main challenges; presenting main findings to inform the Research system.

DATE: 01.02.2008 – 31.12.2008

ORGANIZATION: UNDP, Kosovo

LOCATION: Prishtinë

POSITION: Gender Consultant

DESCRIPTION:

- Develop a Gender Mainstreaming Strategy for UNDP Kosovo Office; Contribute relevant gender issues to Country Programming processes, including priority-setting;
- Advocate effectively for the inclusion of gender issues in project/programme formulation;
- Support the inclusion of gender issues in all project/programme implementation activities;
- Contribute gender information and analysis to policy advice/dialogue; collaborate with UN Agencies on gender related issues; Introduce relevant gender dimensions at Country Office meetings;
- Prepare and conduct briefing sessions for Country Office staff. (If required); engaged in all project activities (Women's Participation in Shaping the New Kosovo);
- Perform other duties as required by UNDP Kosovo.

DATE: April 2007 – December 2007

ORGANIZATION: Kosovar Centre for Gender Studies (KGSC)

LOCATION: Prishtinë, Kosova

POSITION: **Researcher, Project: Monitoring Security in Kosovo, from Gender Perspective**

DESCRIPTION: Assists Project Manager and Consultant to finalize the project methodology.

Participate in training;

Ensure the implementation of project activities;

Plays an important role on data gathering and data analysis and on writing the final research report;

Documents the whole research work;
 Conducts interviews and its transcripts;
 Translates documents, reports and other relevant writings related to the project

DATE: December 2006 - March 2007
ORGANIZATION: Kosovar Initiative for Stability (IKS)
LOCATION: Prishtinë, Kosova
POSITION: **Researcher, Projects: Prishtina’s Cultural Heritage and Rural Development Project**
DESCRIPTION: Conduct field research, data collection, analysis, presentations, writing research report, etc

DATE: May 2006 – October 2006
ORGANIZATION: Private University “Dardania”
LOCATION: Prishtinë, Kosova
POSITION: **Lecturer Assistant**
DESCRIPTION: Maintains Exercises on Social Psychology, Developmental Psychology and Research Methodology courses, Psychology Department.

DATE: September 2004
ORGANIZATION: **Ministry of Culture, Youth and Sports, Department of Youth**
LOCATION: Prishtinë, Kosova
POSITION: **Researcher, Project: “Exchanging Experiences”**
DESCRIPTION: Conduct field research on an assigned community and exchange the experiences with other participants of the project. Topic: Youth Education Toward Active Citizenship”

DATE: 2003 - 2004
ORGANIZATION: **Centre: “Listen to the Youth”**
LOCATION: Prishtinë, Kosova
POSITION: **Internee**
DESCRIPTION: Provide professional counseling (targeting youth)

DATE: 2001
ORGANIZATION: **ADI , Association for Democratic Initiatives**
LOCATION: Prishtinë, Kosova
POSITION: **Project assistant / Internee**
DESCRIPTION: Support the implementation of specific project activities, mainly related to educative spectrum, working with youth.

4. LANGUAGE SKILLS: (competence level marked 1=basic, 5=excellent)

Language	Speaking	Reading	Writing
Albanian	5	5	5
English	5	5	5
Serb –Croatian	3	5	4
Spanish	2	2	1

5. COMPUTER SKILLS

Fully prepared on computer skills, using relevant hardware and software and other applications, e.g. Word & Excel processing, PowerPoint, internal databases, internet, etc

6. OTHER SKILLS:

Driving license;
Ability to adapt easily to new working environment;
Good communication, analytical and organizational skills;
Excellent team work abilities;
Etc.

7. INTERESTS

Social Sciences, Research, Human rights, Reading, Humor, People etc

8. REFERENCES

Upon request (attached to the documents)