



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Tomaž Konrad**

Address(es)

Telephone(s)

E-mail

Nationality

Date of birth 03.09.1978

Gender male

Dates January 2015 onwards

Occupation or position held Project manager, higher adviser at the municipality unit for project management

Main activities and responsibilities

- Project preparation, submission and management (national, cross border, EU and other programmes)
- "contact and networking point" for potential beneficiaries and partners,
- Build supportive environment for sustainable development
- Head of Office of intermediate body of EGTC GO (implementation of the ITI programme within Italy Slovenia 2014-2020 Interreg V-A programme; support to the Managing Authority, Monitoring Committee)

Name and address of employer **Municipality of Nova Gorica and EGTC GO**

Type of business or sector Local administration, project management

Dates March 2010 – December 2015

Occupation or position held Financial and monitoring officer, Management officer

Main activities and responsibilities

- technical and professional support to the Monitoring Committee, Managing Authority and the Audit Authority;
- first "contact point" for potential beneficiaries, providing information, necessary to draw, apply, coordinate and successfully manage a project
- support the Managing Authority (MA) in the preparation and implementation of communication activities (including events, info-days, Communication plan)
- support the MA in administrative tasks;
- prepare all documents necessary for the implementation of the Programme and projects;
- collect project proposals/project ideas, evaluate project proposals/project ideas, being a contact person and "adviser" for the implementation of the financed projects
- coordination of information of stakeholders of the programme
- set up, regularly maintain and update the monitoring system

Name and address of employer **Government Office for Local Self-Government and Regional Policy, European territorial cooperation department**

Type of business or sector Governmental office:

European Territorial Cooperation - for the financial perspective 2007-2013, Slovene member to the joint technical secretary of the programme Slovenia Italia 2007-2013

Dates **May 2007 to February 2010**

Occupation or position held Higher advisor at the managing authority for the ERDF in Slovenia (objective 1)

Main activities and responsibilities

- drawing and implementation of the system of the Structural fund (ERDF) in the Republic of Slovenia
- verifying and approving instruments (public calls and programmes) for the implementation of the OP Operational Programme for Strengthening Regional Development Potentials SRDP, which is primarily focused on strengthening development opportunities with the objective of promoting competitiveness of the entire economy and reducing development differences between the Slovenian regions
- specially responsible for the successful implementation of the priority axes "competitiveness and research excellence", "economic development infrastructure" and "development of regions and technical assistance"
- coordination of activities of intermediate bodies, evaluation of the results of the public calls, promotion of best practices

Name and address of employer **Government Office for Local Self-Government and Regional Policy, European cohesion policy department**

Type of business or sector Governmental office:
Managing authority for the EU structural funds in Slovenia, Sector for ERDF

Dates August 2006 to April 2007

Occupation or position held Financial adviser, First level control (Programme Interreg IIIA Slovenia Italia)

Main activities and responsibilities

- certifying the reports of the beneficiaries, that means verify that the costs charged under the programme subsidy contracts are justified and that payments are claimed by the beneficiaries in accordance with the legal and financial clauses of the Subsidy Contract, with the rules governing the programme and European Community regulations and national rules
- administrative checks and on the spot checks

Name and address of employer **Government Office for Local Self-Government and Regional Policy, European territorial cooperation department**

Type of business or sector Governmental office:
First level controls

Dates August 2005 to July 2006

Occupation or position held Director

Main activities and responsibilities

- drawing a business plan and operational actions, communication and financial reporting for the owners of the SME
- marketing and HRM
- consolidate the staff, legal basis, all the necessary standards, certificates
- informatization of the process

Name and address of employer **Zora Plus d.o.o., an organization for the assistance for the elderly**

Type of business or sector Services for elderly

Dates April 2004 to April 2005

Occupation or position held apprentice

Main activities and responsibilities

- statistic analyses
- coordinate a partnership for a project proposal
- drawing a project proposal and apply to a public call
- organize events

Name and address of employer Regional development agency of urban region of Ljubljana (Agenzia per lo sviluppo regionale della Lubiana)

Type of business or sector Regional office, regional development

Education and training

Dates Add separate entries for each relevant course you have completed, starting from the most recent. (remove if not relevant, see instructions)

Title of qualification awarded Bachelor in Science

Principal subjects/occupational skills covered Strategic planning in public sector, the case of National housing fund of Slovenia

Name and type of organisation providing education and training Faculty of social sciences, University of Ljubljana, Slovenia

Level in national or international classification 7. (national)

Personal skills and competences

Mother tongue(s) **Slovene**

European level (*)

Language

English

Italian

German

Spanish

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	C1	Independent user	C1	Proficient user	C1	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user	B1	Independent user
B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user	B2	Independent user

Social skills and competences

- team work: I have worked in various types of teams from research teams, ad hoc an long run teams, strategic and operational, on various subjects
- good ability to adapt to multicultural environments, gained though my work experience abroad (JTS Trieste)
- Intercultural skills: I am experienced at working in a European dimension such as working for the MA of a OP (objective 1)
- founder of a society
- active in various civil society groups

Organisational skills and competences

- good experience in project or team management (various roles in different organisations, as beneficiary, programme authority, FLC...)
- organised lots of events (different issues, different sizes...)
- start a SME, a society, have roles in civil society groupings

Computer skills and competences

Competent with all Microsoft Office programmes and experience with HTML

Other skills and competences

- excellent knowledge in UE cohesion policy (structural and cohesion funds, CBS programmes)
- EU institutions and policies
- Project management
- Regional development
- Marketing and communication
- start a SME, a society, have roles in civil society groupings

PUBLICATION

Konrad T.: Privlačna sredstva EU. Nefitni management. Letnik 2, november 2004. Založba Educa.

PERSONAL INTERESTS

Trips and walks. Cycling, climbing, swimming

Driving licence

Slovenia, category B

Additional information

Include here any other information that may be relevant, for example contact persons, references, etc. (Remove heading if not relevant, see instructions)

If needed, I will promptly send all the documentation/annexes regarding and proving all the requirements that the experts are required to have.