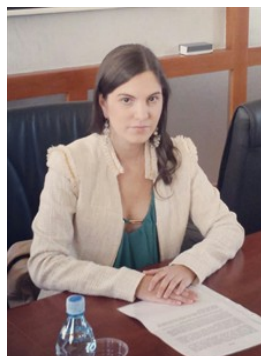




Europass Curriculum Vitae



Personal information

First name(s) / Surname(s)	Kana Tomašević
Address(es)	Bulevar Sv.Petra Cetinjskog 112, Podgorica, Montenegro
Telephone(s)	+382 20 230 622
Fax(es)	+382 20 230 622
E-mail	kana.tomasevic@mif.gov.me
Nationality	Montenegrin
Date of birth	February 5, 1987.
Gender	Female

Work experience	
Dates	December 2017 - onwards
Occupation or position held	Head of First Level Control Division
Main activities and responsibilities	Checking the regularity and legality of expenditures of final beneficiaries of Montenegro who are participating in Mediterranean and South East Europe transnational programmes; Performing desk-based and on-the-spot checks of project expenditures; Validating expenditures incurred by the controlled project partner, by preparing Declarations of Validation of Expenditure; Drafts reports and a checklists on the control performed; Coordinate and contact with programme management bodies (Managing authority and Joint Technical Secretariat) and keep track of changes in the programme-level procedures for FLC and rules of eligibility; Keep files of validation of expenditure according to Montenegrin administrative law and programme requirements.
Name and address of employer	Ministry of Finance of Montenegro , Podgorica, Stanka Dragojevic 2
Type of business or sector	Directorate for Finance and Contracting EU Assistance Funds (CFCU)
Dates	January 2016 – December 2017
Occupation or position held	Head of Quality Assurance Division and replacement of Assistant Minister / Head of Directorate
Main activities and responsibilities	Ensures the execution of operations of the Quality Assurance Division; power of signature in the absence of Head of CFCU/PAO and act as Charge d'Affaires in the case of absence of Head of CFCU; Motivates the Quality Assurance Division staff; In close cooperation with the Head of CFCU, ensures that the Quality Assurance Division staff is fully aware of tendering procedures and obligations with regards to Irregularities in accordance with applicable EU rules; Contributes to the design and formalisation of CFCU procedures (CFCU Manuals), as well as to the regular review and up-grading / improvement of the CFCU Manuals; Reviews controls and checks performed by the subordinated staff of the Division on tender documentation; Ensures that project management is executed according to the procedures and requirements of EU set for IPA
Name and address of employer	Ministry of Finance of Montenegro , Podgorica, Stanka Dragojevic 2
Type of business or sector	Directorate for Finance and Contracting EU Assistance Funds (CFCU)
Dates	March 2013 – January 2016
Occupation or position held	First Level Controller for transnational programmes (MED, SEE, IPA Adriatic)
Main activities and responsibilities	Independent work: Checking the regularity and legality of expenditures of final beneficiaries of Montenegro who are participating in Mediterranean and South East Europe transnational programmes; Performing desk-based and on-the-spot checks of project expenditures; Validating expenditures incurred by the controlled project partner, by preparing Declarations of Validation of Expenditure; Drafts reports and a checklists on the control performed; Coordinate and contact with programme management bodies (Managing authority and Joint Technical Secretariat) and keep track of changes in the programme-level procedures for FLC and rules of eligibility; Keep files of validation of expenditure according to Montenegrin administrative law and programme requirements.
Name and address of employer	Ministry of Finance of Montenegro , Podgorica, Stanka Dragojevic 2
Type of business or sector	Directorate for Finance and Contracting EU Assistance Funds (CFCU)
Dates	May 2012 – March 2014
Occupation or position held	Coordinator of cooperation with Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and Institute für Europäische Politik (IEP)
Main activities and responsibilities	Independent work: Organizing capacity building trainings and workshops for Montenegrin institutions, Analyzing training needs of Montenegrin Institutions; Evaluation of trainings
Name and address of employer	Ministry of Finance of Montenegro , Podgorica, Stanka Dragojevića 2
Type of business or sector	Directorate for Finance and Contracting EU Assistance Funds (CFCU)

Dates	September 2012 – March 2013
Occupation or position held	Contract Manager
Main activities and responsibilities	Independent work: Executing the tasks assigned to the Division in relation to contract procedures and implementation of contracts of EU funded projects ensuring that the EC rules, regulations and procedures are adhered to. Also involved in training of trainers and coordination of trainings.
Name and address of employer	Ministry of Finance , Montenegro, Podgorica, Stanka Dragojevic 2
Type of business or sector	Sector for Finance and Contracting EU Assistance Funds (CFCU) , responsible for IPA components I, II and IV (Transition Assistance and Institution Building, Cross-border Cooperation and Human Resources Management).
Dates	September 2011 - September 2012
Occupation or position held	Trainee
Main activities and responsibilities	Executing the tasks assigned to the Division in relation to contract procedures and implementation of contracts of EU funded projects ensuring that the EC rules, regulations and procedures are adhered to. Involved in project management and reporting. Performing the role of Financial Controller for IPA Adriatic Programme. Engaged in more than 15 Evaluation Committees (having the role of chairperson or secretary), for municipalities are beneficiaries of small infrastructure grants.
Name and address of employer	Ministry of Finance , Montenegro, Podgorica, Stanka Dragojevic 2
Type of business or sector	Sector for Finance and Contracting EU Assistance Funds (CFCU) , responsible for IPA components I, II and IV (Transition Assistance and Institution Building, Cross-border Cooperation and Human Resources Management).

Education

Dates 2005- 2010.
Title of qualification awarded **Economist – BSc, department Marketing**
Name and type of organisation providing education and training Faculty of Economics, Podgorica
University of Montenegro, Podgorica

Trainings

Dates 16 – 20 June 2014
Principal subjects/occupational skills covered **Study visit to German institutions on „Effectively managing and implementing of EU Funds“**
Challenges of coordinating EU cohesion and structural policies, Economic cooperation between Germany and Poland, EU Structural funds 2007-2013 and OP 2014-2020
Name and type of organisation providing education and training Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and Institute für Europäische Politik (IEP)

Dates 5-7 March 2014
Principal subjects/occupational skills covered **IPA funds in EU Multiannual Financial Framework 2014-2020**
Name and type of organisation providing education and training Center of Excellence in Finance (CEF)

Dates February – December 2013
Principal subjects/occupational skills covered **SAA Training in Montenegro 2013**
(First Level Control for multilateral programmes, Secondary procurements in multilateral programmes, Irregularities in EU funded projects, Grants, IPA and cohesion policy)
Name and type of organisation providing education and training Ministry of Finance (CFCU), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), Institute für Europäische Politik (IEP) and Human Resources Management Authority of Montenegro

Dates 27 September 2013
Principal subjects/occupational skills covered **Round table for project “Sustainable Aggregates Planning in South East Europe” (SNAP-SEE)**
Presentation of project, Finished and future activities, Results
Name and type of organisation providing education and training Geological Survey of Montenegro

Dates 12-22 September 2013
Principal subjects/occupational skills covered **Summer School on EU Integrations**
Modules: History and Culture, Society and Politics and Economy and Law
Name and type of organisation providing education and training Club Alpbach Belgrade, European Forum Alpbach and University of Belgrade (Institute for Philosophy and Social Theory)

Dates 09-10 September 2013
Principal subjects/occupational skills covered **Public procurements within transnational programmes SEE and MED**
Service, supply and work contracts within programme (theory and case studies)
Name and type of organisation providing education and training Ministry of Finance (CFCU), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), Institute für Europäische Politik (IEP) and Human Resources Management Authority of Montenegro

Dates 16-17 July 2013
Principal subjects/occupational skills covered **Public procurements within IPA Adriatic CBC Programme**
Service, supply and work contracts within programme (theory and case studies)
Name and type of organisation providing education and training Ministry of Finance (CFCU), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), Institute für Europäische Politik (IEP) and Human Resources Management Authority of Montenegro

Dates 25 June 2013
Principal subjects/occupational skills covered **Meeting of the IPA First Level Controllers for MED programme**
The expenditure reporting procedure (financial flow and Presage system, Budget lines and eligibility, Public procurement procedure, Private partners, Information and publicity requirements
Name and type of organisation providing education and training Managing Authority and Joint Technical Secretariat for MED programme

Dates 17-21 June 2013
Principal subjects/occupational skills covered **Fostering evaluation competencies in Research, Technology and Innovation in the SEE Region**
RTDI evaluation, Rules and ethics, RTDI system evaluation, Programme evaluation, Research Institute evaluation, University evaluation, Ministry/Research Agency/Awarding authority evaluation
Name and type of organisation providing education and training University of Montenegro

Dates	12-14 June 2013
Principal subjects/occupational skills covered	Regional conference “From IPA to Cohesion Policy”
Name and type of organisation providing education and training	Preparation for programming period 2014-2020, From IPA to Structural and Cohesion Funds Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and Institute für Europäische Politik (IEP)
Dates	5 June 2013
Principal subjects/occupational skills covered	8th Meeting of the Working Group of Controllers for SEE Programme
Name and type of organisation providing education and training	Use of flat rates, N+3 target in 2013, sharing experiences Joint Technical Secretariat for SEE programme
Dates	29-30 April 2013
Principal subjects/occupational skills covered	First Level Control for MED Transnational Programme
Name and type of organisation providing education and training	Key features and challenges of FLC, Categories and eligibility of costs within programme, Supporting documents, Procedure for control Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and Institute für Europäische Politik (IEP)
Dates	18-24 March 2013
Principal subjects/occupational skills covered	Study visit to Croatian institutions on „Effectively managing and implementing IPA Funds“
Name and type of organisation providing education and training	Visit and on-the-job trainings at Central Agency for Finance and Contracting and Ministry of Regional Development and EU Funds / Responsibilities and developments at CFCA, on-the-spot-visits of projects in Istria, Implementation of the CBC and transnational programmes in Croatia, Preparation for the programming period 2014-2020, From IPA to Structural and Cohesion Funds Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and Institute für Europäische Politik (IEP)
Dates	25-26 February 2013
Principal subjects/occupational skills covered	First Level Control for IPA Adriatic Programme
Name and type of organisation providing education and training	Key features and challenges of FLC, Categories and eligibility of costs within programme, Supporting documents, Procedure for control Ministry of Finance (CFCU), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), Institute für Europäische Politik (IEP) and Human Resources Management Authority of Montenegro
Dates	10-19 December 2012
Principal subjects/occupational skills covered	Matra Patrol Decentralisation Course
Name and type of organisation providing education and training	Concepts and types of decentralisation, Fiscal decentralisation, Accountability and citizen participation, Lobbying in Brussels, Change management Netherlands Ministry of Foreign Affairs and The Hague Academy for Local Governance
Dates	29-30 October 2012
Principal subjects/occupational skills covered	State Exam
Name and type of organisation providing education and training	Basic concepts and principles of the constitutional system and human rights, Administrative proceedings and litigation - state administration and local self-government, Servant relations, Fundamentals of the economic and legal system, Public finance Human Resources Management Authority and Ministry of Justice of Montenegro
Dates	May – November 2012
Principal subjects/occupational skills covered	SAA Training in Montenegro 2012
Name and type of organisation providing education and training	DIS and PRAG, Service and Framework Contracts, Works and Supply contracts, Grants, Financial Management and Multiplier Skill Ministry of Finance (CFCU), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), Institute für Europäische Politik (IEP) and Human Resources Management Authority of Montenegro
Dates	13 June 2012

Principal subjects/occupational skills covered	Workshop on CAP elaboration and EU visibility requirements Purpose, objectives and elements of the CAP and other duties of IPA publicity officers
Name and type of organisation providing education and training	TA Project: „Strengthening the management and control systems for EU financial assistance in Montenegro, Ministry of Finance of Montenegro
Dates	30 May -01 June 2012
Principal subjects/occupational skills covered	Twining contracts Characteristics and basic types of twinning contracts, Key players, Evaluation process, Preparation of contract, Reporting/Payments
Name and type of organisation providing education and training	TA Project: „Strengthening the management and control systems for EU financial assistance in Montenegro, Ministry of Finance of Montenegro
Dates	22-25 May 2012
Principal subjects/occupational skills covered	Study visit to the Ministry of Finance of Czech Republic Financial management rules, Human resources management, Internal Audit, State property affairs, Exchanging best practice in the field of economic and fiscal policies coordination, Restitution process, Public Procurement under EU rules, Project Cycle Management
Name and type of organisation providing education and training	Ministry of Finance of Czech Republic
Dates	17-19 April 2012
Principal subjects/occupational skills covered	IPA funds: Advanced Level EU financial framework 2007-2013 and 2014-2020, Cohesion policy, Programming of EU structural actions funds, Monitoring and evaluation of EU funded projects
Name and type of organisation providing education and training	Center of Excellence in Finance (CEF)
Dates	28-29 March 2012
Principal subjects/occupational skills covered	Public Procurements under PRAG (Grants) Public procurement procedures for grants
Name and type of organisation providing education and training	TA Project: „Strengthening the management and control systems for EU financial assistance in Montenegro, Ministry of Finance of Montenegro
Dates	29 February-01 March 2012
Principal subjects/occupational skills covered	Public Procurements under PRAG (Supply contracts) Public procurement procedures for supply contracts
Name and type of organisation providing education and training	TA Project: „Strengthening the management and control systems for EU financial assistance in Montenegro, Ministry of Finance of Montenegro
Dates	25-27 January 2012
Principal subjects/occupational skills covered	Public Procurements under PRAG (Service contracts) Decentralized management; Public procurement procedures for service contracts
Name and type of organisation providing education and training	TA Project: „Strengthening the management and control systems for EU financial assistance in Montenegro, Ministry of Finance of Montenegro
Dates	17 January 2012
Principal subjects/occupational skills covered	Budget Planning Training for PIUs Budget Planning (EU and national co-financing)
Name and type of organisation providing education and training	TA Project: „Strengthening the management and control systems for EU financial assistance in Montenegro, Ministry of Finance of Montenegro
Dates	14 January 2012

Principal subjects/occupational skills covered	Monitoring and Indicators (programme and project level) for IPA III and IV bodies Basics of monitoring and evaluation; Monitoring of Operational Programmes of IPA III and IV Indicators (methodology, reporting, quality criteria)
Name and type of organisation providing education and training	TA Project: „Strengthening the management and control systems for EU financial assistance in Montenegro, Ministry of Finance of Montenegro
Dates	December 2011
Principal subjects/occupational skills covered	Procurement Planning for IPA Component I Provisional distribution of projects under IPA I, for programming years 2011, 2012 and 2013
Name and type of organisation providing education and training	TA Project: „Strengthening the management and control systems for EU financial assistance in Montenegro, Ministry of Finance of Montenegro
Dates	1-2 December 2011
Principal subjects/occupational skills covered	Designing and implementing communication strategy on pre-accession and structural funds Communication strategy on pre-accession and structural funds
Name and type of organisation providing education and training	Ecole National D' Administration (ENA), Human Resources Management Authority of Montenegro
Dates	28-30 November 2011
Principal subjects/occupational skills covered	Twinning Twinning manual principles; Twinning light
Name and type of organisation providing education and training	Ministry of Finance (CFCU), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), Institute für Europäische Politik (IEP) and Human Resources Management Authority of Montenegro
Dates	7-9 November 2011
Principal subjects/occupational skills covered	Works and Supply contracts Key features and challenges of the works contracts and related procurement procedures
Name and type of organisation providing education and training	Ministry of Finance (CFCU), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), Institute für Europäische Politik (IEP) and Human Resources Management Authority of Montenegro
Dates	November 2011
Principal subjects/occupational skills covered	Training for PIUs System set-up for IPA I; IPA I Manual of Procedures for PIU
Name and type of organisation providing education and training	TA Project: „Strengthening the management and control systems for EU financial assistance in Montenegro, Ministry of Finance of Montenegro
Dates	27-28 October 2011
Principal subjects/occupational skills covered	Developing methodologies for effective involvement of all necessary stakeholders (public participation, multi stakeholder processes, EIAs, SEAs, etc.) Horizon 2020 Capacity Building Mediterranean Environment Programme
Name and type of organisation providing education and training	WWF Mediterranean Programme Office (WWF MEDPO) and Mediterranean Information Office for Environment, Culture and Sustainable Development (MIO ECSDE)
Dates	25 October 2011
Principal subjects/occupational skills covered	Monitoring and Evaluation for IPA Components I & II Basics of monitoring and evaluation
Name and type of organisation providing education and training	TA Project: „Strengthening the management and control systems for EU financial assistance in Montenegro, Ministry of Finance of Montenegro
Dates	18 October 2011

Principal subjects/occupational skills covered	Financial Management for IPA Component I Process of financial management; Specific process for PIUs
Name and type of organisation providing education and training	TA Project: „Strengthening the management and control systems for EU financial assistance in Montenegro, Ministry of Finance of Montenegro
Dates	10-12 October 2011
Principal subjects/occupational skills covered	Practical implementation of FMC in Croatia Financial management and control
Name and type of organisation providing education and training	Ministry of Finance of Montenegro
Dates	13 October 2011
Principal subjects/occupational skills covered	Evaluation of grant applications Key points for understanding the process during the call; Evaluation of concept notes; Assessment of full application
Name and type of organisation providing education and training	CBIB – Cross Border Institution Building
Dates	10-12 October 2011
Principal subjects/occupational skills covered	Service Contracts and Framework contract procedure Preparation of the Tender Dossier for service contracts; Service tender evaluation; Framework selection procedure
Name and type of organisation providing education and training	Capacity Development Programme (CDP) in Montenegro, Ministry of Foreign Affairs and European Integrations of Montenegro

Dates covered	2-4 October 2011
Principal subjects/occupational skills covered	Evaluation of grant applications Key points for understanding the process during the call; Evaluation of concept notes; Assessment of full application
Name and type of organisation providing education and training	Ministry of Finance (CFCU), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), Institute für Europäische Politik (IEP) and Human Resources Management authority
Dates covered	24-26 September 2011
Principal subjects/occupational skills covered	Accession to the EU – experience of Croatia National Law and Acquis communautaire
Name and type of organisation providing education and training	Capacity Development Programme (CDP) in Montenegro, Ministry of Foreign Affairs and European Integrations of Montenegro
Dates covered	14-16 September 2011
Principal subjects/occupational skills covered	Procurement rules for grant contracts Key features of grants; Experience with grants in Montenegro
Name and type of organisation providing education and training	Ministry of Finance (CFCU), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), Institute für Europäische Politik (IEP) and Human Resources Management Authority of Montenegro
Dates covered	11-28 July 2011
Principal subjects/occupational skills covered	International Summer University WU 2011 International Marketing (passed with grade 1 – excellent), International Management and Leadership (passed with grade 1 – excellent) and International Financial Management (passed with grade 2 - Very good)
Name and type of organisation providing education and training	WU (Wirtschaftsuniversität Wien) Vienna University of Economics and Business
Dates covered	April – July 2011
Principal subjects/occupational skills covered	Accounting course for auxiliary operations Accounting (successfully passed the exam and got certificate)
Name and type of organisation providing education and training	Institute of Certified Accountants of Montenegro

Dates	06.-14. July 2010
Principal subjects/occupational skills covered	Discover Management Program Marketing, Management, Finances
Name and type of organisation providing education and training	IEDC Bled School of Management

Mother tongue(s) **Montenegrin**

Other language(s)

Self-assessment

European level (*)

English

French

Italian

Spanish

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

(*) [Common European Framework of Reference for Languages](#)

Organisational skills and competences

- detail oriented
- readiness and ability of multi tasking
- good analytical skills
- good communications skills, both written and spoken
- very well organized and able to make good plans
- able to work individually or in team
- able to organize team in necessary situation, showing flexibility
- able to learn quickly and put in practice knowledge
- able to analyze different documents and make necessary conclusions
- able to analyse problems and make decisions in order to solve them

Computer skills and competences

MS Word, MS Excel, MS Power Point, MS Outlook Internet explorer, Mozilla Firefox, Opera etc.
Able to quickly acquire new PC skills

Other skills and competences

- good presentation skills
- highly motivated
- able to work under pressure
- able to listen and consider different opinions

Driving licence

"B" Class

During 2015 and 2016, participated in lot of specific trainings on Management of EU funds

PUBLICATIONS

- "MED programme in new financial perspective, Annual Bulletin of the Ministry of Finance of Montenegro for 2014 (Author: Kana Tomašević)
- "Cohesion policy and structural funds in Germany, with special attention on use of ERDF funds in Berlin, Bulletin of the Ministry of Finance of Montenegro XXXIII (Author: Kana Tomašević)
- "Future of transnational programme South East Europe in new financial perspective 2014-2020", Bulletin of the Ministry of Finance of Montenegro XXXII (Author: Kana Tomašević)
- "Capitalisation strategy in transnational programme South East Europe", Bulletin of the Ministry of Finance of Montenegro XXXI (Author: Kana Tomašević)
- "Mediterranean transnational programme: call for proposals from maritime accessibility", Annual bulletin 2013 of the Ministry of Finance of Montenegro (Author: Kana Tomašević)
- "Establishing First Level Control Office for transnational programmes in which Montenegro participate", Bulletin of the Ministry of Finance of Montenegro XXVIII (Author: Kana Tomašević and Nataša Kovačević)
- "Cooperation with the German consulting houses GIZ and IEP: Capacity building through continuous enhancement and exchange of experiences", Bulletin of the Ministry of Finance of Montenegro XXVI (Author: Kana Tomašević)
- "French experiences in designing and implementing communication strategy of EU funds", Bulletin of the Ministry of Finance of Montenegro XXV (Author: Kana Tomašević)

Additional information

LECTURER

"Reporting in line with rules and procedures of IPA Adriatic programme" (Kolašin, 30. October 2014)

"First Level Control in Montenegro, with attention on ADRIMOB project" (Budva, 29. September 2014)

"First Level Control in Montenegro, with attention on TEN_ECOPORT project" (Varna, 16. September 2014)

"First Level Control for IPA Adriatic CBC programme (Budva, 25-26. June 2014)

"State of play on national IPA Management and capacity building on IPA in Montenegro" and

"Directorate for Finance and Contracting of the EU Assistance Funds" (Berlin – Berlin Monitoring Committee, 19. June 2014)

"First Level Control in Montenegro, with attention on FaRlin project" (Kolašin, 08. April 2014)

"First Level Control in Montenegro, with attention on TEN_ECOPORT project" (Tirana, 03. April 2014)

"First Level control in Montenegro for multilateral programmes" (Budva, 24-25. January 2014)

"Establishing First Level Control for SEE programme in Montenegro" (Budva, 10. June 2013)

"Establishing First Level Control for MED programme in Montenegro" (Budva, 29. April 2013)

"Public procurement according to EU rules" (Podgorica, 15. November 2012)

ENGAGEMENT IN EVALUATION COMMITTEES

Role of chairperson or secretary in more than 20 Evaluation Committees for small infrastructure grants in Montenegrin municipalities (Cetinje, Nikšić, Danilovgrad, Bijelo Polje, Pljevlja, Rožaje, Kolašin, Šavnik, Plužine, Ulcinj), for all types of contracts (works, equipment, services)

ENGAGEMENT AS INDEPENDENT ASSESSOR OF NGOs PROJECTS AND PROGRAMMES

Role of independent assessor for NGOs projects and programmes financed from the state budget – assessed more than 15 public calls from 2017 onward