



BESA MANÇKA

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Work Experience

NGO Metroresearch Center Tirana, Albania September 2018 Currently	Research Projects Director Project Management, Management of Human Resources, Capacity Building, Building and Developing Public and Private Partnership, Leadership and Legal Expertise on projects` applying sessions, projects` implementation, approximation with European legislation, development of Education and Research processes.
MTU Ltd Startup – Me to University Tirana, Albania September 2018 Currently	Administrator Business Raising Up, Management and Leadership on Intermediary and Consultancy services in field of Education; Services in field of Education, Research and Innovation; Legal intermediary and consultancy services; Representation services in field of Education, Research and Innovation; Projects management and implementation in field of Education, Research and Innovation; Organization and development of events in field of Education, or other activities that are not specified in the company`s object, but relate with Education, Research, Innovation.
Metropolitan Tirana University Tirana, Albania October 2018 Currently	Lecturer and Researcher Lecturing, Developing research processes in field of Higher Education Management.
Metropolitan Tirana University Tirana, Albania October 2017 September 2018	Administrator Developing the annual draft budget, based on the proposals of the main units and core units, referring to the Institution's Strategic Development Plan and its mid-term budget plan; Developing and proposing criteria for

	<p>the management of financial and material resources as well as human resources and oversees their dissemination and implementation; Controlling the implementation of the annual budget of the institution in its dependence structures; Implementing the decisions of the Senior Management Board at each level. Submitting to the Administration Board the report on the financial and academic activity of the institution at the end of each academic year; Leading day-to-day management of the institution; Responsible on hiring and discharging university administrators and all administrative staff of the institution; Leading hiring procedures and performance appraisal of administration employees; Completing the individual employment contracts with administration employees; Representing or co-representing' Member of the Rectorate; Member of the internal quality assurance unit; Member of ad hoc commission for new recruits; Member of the Ethics Council; Member of the evaluation committee of academic and administrative staff;</p>
<p>Metropolitan Tirana University Tirana, Albania September 2016 September 2017</p>	<p>Delegated Administrator Proposing the annual draft budget, based on the proposals of the main units and core units, referring to the Institution's Strategic Development Plan and its mid-term budget plan; Proposing criteria for the management of financial and material resources as well as human resources and oversees their dissemination and implementation; Controlling the implementation of the annual budget of the institution in its dependence structures; Implementing the decisions of the Senior Management Board at each level. Submitting to the Administration Board the report on the financial and academic activity of the institution at the end of each academic year; Leading day-to-day management of the institution; Proposing the university</p>

	<p>administrators and all administrative staff of the institution; Leading hiring procedures and performance appraisal of administration employees; Completing the individual employment contracts with administration employees; Member of the internal quality assurance unit; Member of ad hoc commission for new recruits; Member of the Ethics Council;</p>
<p>Metropolitan Tirana University Tirana, Albania April 2014 August 2016</p>	<p>Chancellor Proposing criteria for the management of financial and material resources as well as human resources; Controlling the implementation of the annual budget of the institution in its dependence structures; Implementing the decisions of the Senior Management Board; Reporting for the annual financial and academic activities at Senior Management Board; Leading day-to-day management.</p>
<p>Metropolitan Tirana University Tirana, Albania January 2011 April 2014</p>	<p>Lawyer Providing advice, opinions and legal assistance, on initiative or upon request, to the Rector and all UMT constituent units, in terms of knowing, interpreting and implementing correct legal and sub legal acts in force; Providing advice, opinions and legal assistance for the drafting and standardization of contracts, agreements, memorandum of understanding and cooperation that the institution connects with natural and legal entities, domestic and foreign, in accordance with the legislation in force; Responsible for making proposals to facilitate the implementation of the legal framework of higher education through the issuance of implementing acts as regulations, decisions, orders and instructions signed by the Rector; Provides to the staff, all the legal and sub-legal acts required and promotes the same and accurate implementation of the legal and sub legal acts in force by all structures and constituent units of institution; Responsible for following all Rectification or Reasoning Scales with the Rector's authorization, all court cases where the</p>

	institution is a party to litigation, plaintiff, defendant or third person; Contributing to the resolution of claims or appeals to the Rector, advising the structures responsible for their treatment in relation to matters of a legal nature; Monitoring various complaints of legal character; Developing and protocols of internal orders of the head of the institution regulating the activity of the institution and maintaining the respective register; Recognition of laws in the field of higher education to all the employees; Reporting and maintaining periodic relations with governmental institutions.
UNHCR – National Office of Tirana Tirana, Albania February 2010 June 2010	Assistant Lawyer – Volunteer Responsible on interviewing asylum seekers during the application for refugee status. Responsible on identifying the scope of the UNHCR office Tirana, creating the project and action plan for action cases. Responsible on completing documentation and statistics for migrants, asylum seekers and refugees. Participating in project analysis office translates from English to Albanian and the opposite of legal basis and literature related to migration issues.
UNICEF Tirana, Albania November 2001 December 2003	Reporter – Volunteer Preparing and Realizing TV section and projects on the recognition and protection of human rights and collaborates on the development of the project “Changing the World for and with Youth”

Education

University of Tirana, Faculty of Law Tirana, Albania 2006 - 2010	Second Level Integrated Degree – Master of Science Evaluation of Degree: 9/10 Average grade of professional subjects: 9.07/10
National School of Advocacy Tirana, Albania 2013 - 2014	Title – Attorney Achieved the title Attorney and the membership in National Chamber of Attorneys – License no.7877

Projects

Virtual Cicero – Replication of a successful project - The project, as a replication of a successful model, aimed at providing modern methods of service to arts and culture institutions, making these institutions interesting and more visited by people. We focused on young age groups in order to educate them with the aesthetic beauty that visual arts offer. Its realization was enabled by active collaboration with students and high school students, giving them the opportunity to learn and advance professionally through acting in practice and practicing theoretical knowledge in practice. Also, its development influenced the increase of cooperation between state institutions administering arts and culture and education institutions. Duration 6 months. Position: Project Manager.

Virtual Cicero – Funded by Ministry of Culture in Albania, developed by Metroresearch Center in collaboration with National Gallery of Arts. Through new technology innovative methods such as augmented reality the project aimed to achieve: Increased services and promotion at the highest level of education by its users in the area where they operate, especially young age groups. It also strengthened the co-operation of the entities implementing this technology, mainly educational institutions, as the implementation team was formed by student and professors of the field, public or private institutions interested in preserving, promoting or presenting art, culture or interests around the field where they operate. Duration 6 months. Position: Project Manager.

Know and Protect Children`s Rights. Their position in family, school and society. Developed in partnership with “Servete Maci” school, Tirana, with third and fourth grade pupils. Duration 2 months. Position: Creator and Project Manager.

Metropolitan Incubator – Creating and developing the first On Campus Incubator among the Albanian Universities, with the aim of raising up startups and innovative projects. Duration 2 years. Position: Project Manager.

Certification and Courses

Postgraduate Course in Real Estate Evaluation and Investments – Certificate no. 001179/77, July 2017

“Managing a project at European Level” Course – Certification no. 008, July 2017

Training on International Law and European Union – WUS Austria, Albanian Balkan Case Change, Qualification “Successful Participant”, selected on the top 10, April 2010

Training on European, Asian and Balkan Culture – Tameion Thrakis Summer School. Studying on antique philosophy, theater, visual arts, classical and byzantine music, history of the Balkans and Europe. Greece

Internships at Legal Department of Municipality of Tirana, of District Court, of Prosecutor`s office – 2010

Publications and Media

<https://www.youtube.com/watch?v=n8n6iTDYSf8> – Universities in search of “Steve Jobs”

<https://www.youtube.com/watch?v=cc9nBT98AbA> – Virtual Cicero Application

<https://www.youtube.com/watch?v=ZEqE-QKSk0> – Virtual Cicero arrives in Albania

<https://www.youtube.com/watch?v=9qFg08iUDD8> – How to develop projects of European level

<https://www.facebook.com/MetropolitanTirana/videos/1571165399607134/> - How to create a successful university

Research Activities

International Conference "Challenges of Sustainable Development" - 20/21 December 2014

Position: Member of the Organizing Committee

International Conference "Development of Projects for Cooperation" - 23/24 May 2015

Position: Member of the Organizing Committee

International Symposium on Valuation and Investment in Real Estate - January 28, 2016

Position: Member of the Organizing Committee

International Seminar "Sustainable Development in Albania, Contribution of Italian Experiences"

Position: Member of the Organizing Committee

References

Majlinda Dhuka, Director for Development and Good Governance, Prime Minister Office, majlidhuka@gmail.com

Etleva Vasha, Expert of Quality Assurance in Universities, etleva.vasha@gmail.com

David Allen, Expert of Real Estates, Member of RICS, Managing Partner at Chayton Capital, david.allen@chaytoncapital.com

Prof. Dr. Gëzim Karapici, Rector, gezimkarapici@gmail.com

Prof. Dr. Agim Selenica, Rector, aselenica@hotmail.com

Skills

- Leadership and Project Management;
- Business Development, strategic planning and analytical skills;
- Conflict Resolution and Human Resources Management;
- Lecturing and Public Speaking;
- Communication and Negotiation skills;
- Microsoft office;
- Piano; Chorus

Languages

English – B2+

Italian - Advanced

Greek - Intermediate