# Maya Katsitadze

Tel: 599808833; **e-mail**: [**mayakatsitadze2014@gmail.com**](mailto:mayakatsitadze2014@gmail.com)

1. **Education :**

|  |  |
| --- | --- |
| **Institution - dates** | **Degree(s) or Diploma(s) obtained :** |
| **Customs Academy of Georgia** 1999-2004 | *Faculty of Law (*Master’s *degree)* |
| **Educational Television Republican Center’s Higher School** 1993 – 1996 | *Speciality* \_ *Television journalism Degree - author correspondent qualification* |

1. **Language skills : (mark 1-excellent to 5-basic for competence)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| Russian | 1 | 1 | 1 |
| English | 1 | 2 | 2 |
| German | 1 | 4 | 3 |

# Membership of professional bodies: International Program Evaluation Network (IPEN)

1. **Other skills (e.g. : Computer Literacy, etc.):** MS Office, Adobe PM, ORIS accountant. Moodle platform
2. **Present position:** International Center on Conflict and Negotiation - Programs manager
3. *Director and* Funder of CSO `Regions Development Fund`
4. **Years within the firm:** 12Years
5. **Total work experience :** 22 Years

**Key qualifications**: Expert/trainer on Agricultural Cooperatives & rural area development; Management & OD, Effective Communication and M&E directions.

**7. Specific experience in the region (Central /Eastern Europe + TACIS countries)**

|  |  |
| --- | --- |
| **Country** | **Dates: from (month/year) to (month/year)** |
| Georgia | 05/2017 **Georgian Eastern Partnership National Platform –** Training for Platform’s members on Monitoring and policy making.  07/2016 – 02/017 Evoluxer’s training on Fundametals and Business Planning for ICCs staff and A/Cooperatives managers.  09/2016 – 09/2017 World Vision Georgia Kakheti office – Beekeepers Association’s training on: Team Building; Effective communication; **Income oriented Entrepreneurship; Business Planning**  05/2014 -05/2015 *"Strengthening non-State actors' Capacities to Promote Reform and increase Public Accountability,"* which is the international technical assistance project funded by the European Commission. – Trainer/Expert for 6 training modules    August 2015 training in **Entrepreneurship**, Effective Communication and Conflict Management for beneficiaries of SOS village Zugdidi.  August 2015 –November’2015 Trainer/consultant in Organizational Development, Conflict Management, Youths engagements, PR communication, Personnel development an Networking (Racha Region) project funded by KAS/EU  2014 – USAID/ICCN **–** Improved Choices for the Professional and Economic Development for Women and Girls from 13 municipalities of Georgia – trainings and consultancy on Agro business (was developed **Agri-Tourism strategy** for Samtske-Javakheti and Kv, Kartli regions); Management & communication.  2013 EUMM – **Research** of Existing Attitudes towards the European Union Monitoring Mission and Communication Channels.  2011-2012 SDC/Mercy Corps/ICCNAlliances Lesser Caucuses Programme -for Women’s Economic Empowerment - trainings on team building, **entrepreneurship, co-author of strategy document** Market Alliances Against Poverty in the Kvemo Kartli Region of Georgia, **DRR & Gender team’s member.** |
| Armenia | 11/2011 to 01/2012 - OD and M&E Expert |
| Georgia | 11/2011 to 11/2013 - PR and Communication, Budgeting, Project circle Management |
| Akhaltsikhe, Zugdidi, Gori, Batumi, | * 1. -Team building and networking of regional NGO`s and business organizations (EED/BFW) |

**8. Professional Experience Record:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date from/ to | Location | Company | Position | Description |
| May’2016 -current | Tbilisi | `International Center on Conflict and Negotiation” | Deputy Director  Chief of Party | ‘Broadening Horizons: Improved Choices for the Professional and Economic Development for Women and Girls’ (USAID) |
| December 2016 | Gori | Gori City Hall | Trainer/Expert | Strengthening Youths from Gori municipality trainings on Effective communication and Youths activism |
| September’ 2016 –September 2017 | Telavi | World Vision Georgia | Coach/Mentor, trainer | Kakheti Beekeepers association’s Organizational Development. (Effective communications skills, Business Planning, strategic planning) |
| October’ 2016 –February 2017 | Racha, Sh. Kartli, Samtskhe-Javakheti | ENPARD/Evoluxer | Trainer/Expert | Ttrainings on Business Planning, Fundamental, OD and Audit for Georgian Agriculture Cooperatives |
| April 2015 - current | Tbilisi | Regions Development Fund | Founder, Chief of Board | Strategic planning, Fundraising. Trainer. |
| October’ 2013-2016 | Tbilisi & 2 regions of Georgia | `International Center on Conflict and Negotiation” | Executive Director; COP  M&E Manager;  Trainer;  Freelance Consultant/trainer | Manage with organizational staff and projects. Communicate with donors and partners. Reporting to Board members.  Trainer in KAS/EU project on the Organizational Development and Effective Communication issues  M&E Manager and one of the Trainer in USAID/ICCN project `Economic Empowerment of Women & Girls in Kv. Kartli & Samtskhe-Javakheti Regions of Georgia` |
| 2012- Oct. 2013A | Tbilisi | `International Center on Conflict and Negotiation” | Deputy Director | Financial and administrative issues, OD direction’s Manager |
| 2012 | Tbilisi | Ltd G&G Company | Freelance Consultant | Organisational assessment |
| 2013 | Tbilisi | Ltd Chemiani | Freelancer Consultant | OD process consultant |
| 2006-2012 | Tbilisi | `International Center on Conflict and Negotiation` | Financial Manager | Managing with projects budgets and financial staff. |

**9. Others: Trainings**

|  |  |
| --- | --- |
| Establishments – dates | Degree or diploma/Certificate: |
| 2016 May –August ToT Agricultural Cooperatives Development – 4 modules. | ENPARD-Euroluxer,  Certificates |
| 2015 June -August-October Solidarity track, Greece.  Improving the capacities / competences of the partner-organizations which are active in the volunteering field as well as in the education in entrepreneurship, making use of the potential of e-learning and particularly of the “Moodle” application. | E-mentor  Youth Pass |
| 2014 Erasmus+ program. TOT training course: Empowering European Youth Workers: Potraying Migration through Cartoon Drawings. Potsdam 05/12/2014-14/12/2014 | Certificate |
| 2012 Olde Vechte Foundation(Nederland, Omen) training in ‘Communication and Practicing Coaching with NLP Methods’. | Coach’s Certificate |
| 2012 PCMagura training and Consultancy project Cycle Management training in “How to write a successful EC proposal” | Certificate |
| 2011 N/IPEN Almaty Kazakhstan July 2011 D. Mertenses International training course `M&E by principles Transformative paradigm’s` | Certificate |
| 2010-2011 WCC Armenian Round Table Foundation co-operation with Management for Development Foundation (MDF) `Course on Monitoring of Development Interventions in Reference to European Neighborhood Policy for Potential Monitors` | ` Certificate |
| 2010 International Centre for Social Research and Policy Analysis Training in Marketing Management | Certificate |
| 2009 – 2010 Centre for Strategic Research and Development of Georgia Training SMART MANAGEMENT | Certificate |
| 2002 “International Standards Course for Accounting” in Georgia Professional Accoutres an Auditors Federation | Certificate |