

PERSONAL INFORMATION

Gazmend Tahiraj

📍 Prishtina , Kosovo
☎ 0037744 504354
✉ gazmendtahiraj@yahoo.com

Sex : Male | Date of birth: 28/03/1970 | Nationality: Kosovar

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Working Experience

June 2016- Ongoing **Team Leader ' Building Child Friendly Inclusive Schools'**

Project financed by UNICEF and Ministry of Education and implemented by KAPIE

- Responsible for the overall management of the project
- Supporting MEST in analysing the existing legislation and in drafting sublegal acts and other regulations regarding inclusive education
- Responsible for implementation of the training program in Inclusive Education in 7 schools
- Responsible for collecting the baseline data in 7 primary schools
- Mentoring 7 schools in the implementation of training program in Inclusive Education
- Responsible for the training of trainers in the program on inclusive education
- Responsible for the accreditation of training program and handing over to the Faculty of Education
- Responsible for evaluation of the impact of the project in making schools child friendly and inclusive

March 2014 – May 2016

Project Manager 'Support to Inclusive Education Reform

KAPIE Organization, Project : 'Support to Inclusive Education Reform'

- Responsible for the overall management of the project
- Member of working group for drafting the Strategy for the education of SEN children in Pre-University Education in Kosovo 2016-2020
- Supporting MEST in analysing the existing legislation and in drafting sublegal acts and other regulations regarding inclusive education
- Coordinator for the work with 30 primary model schools in making them more inclusive and improving reading and spelling skills
- Responsible for carrying on the assessment in reading and spelling in 30 primary schools
- Evaluation of the impact of the project in the improvement of reading and spelling skills of students of 30 primary schools

February 2015 – June 2015 **Teacher Assistant**

Prishtina University-Faculty of Education

- Lecturing in different topics of inclusive education
- Guiding students in their seminar work
- Supporting students in small scale research

Lecturer: Inclusive Education and Theory of Learning

Prishtina University – Ministry of Education

- Lecturing in the program of upgrading of teachers the theory of learning
- Coordinating the work on seminars with teachers on topics of learning and teaching

September 2011- August 2013 Adviser On Inclusive Education

Educluster Finland Ltd

- Coordinator for the component of model schools to build the support for children experiencing reading and spelling difficulties by training teachers and other school staff
- Coordinator of action research on reading difficulties covering 8 primary schools
- Author of a comprehensive report on the results and findings of the 2 year participatory research
- Co-author of group reading and spelling test in Albanian language
- Developing reading and writing assessment tools
- Assisting MEST in analysing and building training programs for teachers in Inclusive education
- Offering counselling support for MEST/SEN Unit in using and monitoring of the usage of National Individual Education Plan at the country
- Supporting MEST in the decentralization process of Inclusive education at the municipal level
- Supporting MEST in creation of Ad. Instructions and regulations on Inclusive education
- Supporting MEST and Faculty of Education in handover of the Professional
- Development Programme in inclusive education

December 2010 – August 2011 Short-term expert on quality assurance and Inclusion

Pem-Consulting Germany – EU Project Kosvet V

- Main responsible for Organizing and implement training on self-assessment of VET schools in 7 regions of Kosovo by training more than 70 VET schools and other training Centres
- Support VET schools to carry out self-assessment and to write reports coming out from the self-assessment based on 6 quality criteria of Kosovo Framework of Quality Assurance
- Part of working Ministerial and NQA working group for developing standards for accreditation of VET providers
- Support VET providers on adapting VET modules for students with learning disabilities and special educational needs
- Organize training for VET schools on how to support students with learning disabilities and students with special educational needs in vocational education and training

April 2009 – April 2011

Adviser on Inclusive Education

Jyväskylä University – Project: Institutional Support to MEST

- Supporting Ministry of Education, Science and Technology in Kosovo in drafting a strategic plan for children with special educational needs in pre-university education in Kosovo
- Helping MEST in Transforming special schools into Resource Centres
- Coordinator of 1.5 year Professional Development programme of in-service teacher training on inclusive education
- Mentoring teachers in doing small scale research in their schools using qualitative and quantitative data collection methodologies
- Mentoring teachers in writing reports and making poster presentations about their researches
- Helping Ministry of Education in Kosovo to develop training programs on inclusive education

February 2009 – February 2011 Lecturer on Special needs education, learning difficulties and Inclusive Education

Prishtina University

- Working as hired lecturer on Special needs education and learning difficulties subject
- Working as lecturer on Inclusive education in Teachers' re-qualification in-service program

Business or sector Replace with type of business or sector

November 2009 – June 2010 Professional Advisor

Bee House - A project funded by Finnish Embassy in Kosovo

- Working as professional advisor on the project Organizing preparatory class for children with disabilities and other marginalized children in Prishtina region

August 2004 – December 2008 Trainer- Translator

Finnish Consulting Group Kosovo – FSDEK II

- Working as trainer on special needs inclusive education
- Working as translator interpreter of the project
- Analysing the legislation regarding inclusive education and giving recommendations for improvement
- Part of Ministerial groups for developing AI on special needs /inclusive education
- Co-author of the individual test on reading difficulties in Albanian language in Kosovo
- Supporting MEST in developing training modules in inclusive Education

Business or sector Replace with type of business or sector

September 2003 – August 2004

English teacher

Secondary Vocational Technical School – Tafil Kasumi in Decan

- Working as English teacher

Business or sector Replace with type of business or sector

June 2002 – August 2003 Administrative Assistant to the Manager and Translator/Interpreter

American furniture company "Wood industries LLC" in Deçan

- Preparation of daily and weekly reports to the company president in the USA, Coordination of meetings, correspondence by Internet with other branches of Wood Industries LLC in Bulgaria and the UK and
- translation of documents, training materials and written correspondence from English into Albanian and vice versa

September 1994 – August 1997

English teacher

Primary school – Drita – Decan

- Working as English teacher for primary school – teaching pupils from 5th to 8th grade

PhD student in the Department of Psychology
2016

University of Graz Austria

October 2006 – September 2008

Master Degree - Inclusive/special needs education

Master thesis on:

Characteristics of children who are socially excluded

University of Jyvaskyla and Prishtina University – Faculty of Education – Joint program

October 1992 - 1996

Bachelor Degree - English language and literature

4 Year Study Programme

Prishtina University – Faculty of Philology

Mother tongue(s) Albanian

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C1	C1
German	A1	A2	A1	A1	A1
Serbian	C1	C2	B2	B1	B1

Communication skills Good communication skills gained through my experience in different working positions as Teacher, Trainer, Interpreter, Consultant and Project Manager.

Organisational / managerial skills ▪ Leadership - currently responsible for a small 2 year project working as Project Manager

Computer skills ▪ Good command of Microsoft Office tools

Driving licence B1, B, BE

PERSONAL SKILLS