

# RESUME

**Arben Kelmendi**

**Date of birth:** July 30, 1973  
**Address:** Mustafe Hoxha str, 39, 10000 Prishtina  
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- A confident, multi-talented individual, capable of forging effective working relationships with people at all levels of management.
- Balanced, mature approach to work, with proven capabilities in operating under extreme pressure.
- Diligent and tenacious in pursuit of success.

## **EDUCATION**

### **2016 – 2019**

University of Prishtina  
Faculty of Philology  
Master of Arts in English Language - Linguistics

### **2012 – 2016**

University of Prishtina  
Faculty of Philology  
Bachelor of Arts in English Language and Literature

### **1992-1997**

University of Prishtina  
Faculty of Electrical and Computer Engineering  
BA studies in Telecommunications and Information Technology

## **WORK EXPERIENCE**

### **USAID Social Contract Activity - Democracy International**

#### **Title: Senior Governance Officer**

Date: April 2022 - ongoing

Support the program to liaison with municipal government actors and carry out activities to support local government officials in engaging communities in community dialogue. Advise local government in improving public participation practices. Support Deputy Chief of Party (DCoP) with overall management guidance and technical direction to the governance elements of the program. Liaise with partners and grantees supporting community organization and mobilization. Support DCoP with technical guidance to ensure the sustainability and local leadership and ownership of public participation mechanisms and government initiatives. Support DCoP on programmatic issues. Provide technical inputs and support the development of deliverables. Ensure technical excellence. Support data gathering and analysis during assessments.

### **Kosovo Democratic Institute – Transparency International Kosovo**

#### **Title: Program Manager / Anti-Corruption Team Leader**

Date: March 2017 – March 2022

As a team leader, responsible for the design and planning of projects; daily management and continuous support of the team members during the implementation of anti-corruption projects, particularly programs related to the justice sector in Kosovo (“Demand for Justice”, “Promoting Integrity in Kosovo Justice Sector”) and projects implemented as national chapter of Transparency International global network (“National Integrity System”, “Obstacles to good governance in the Western Balkans”, “Grand Corruption in Western Balkans”, “Ending impunity in Grand Corruption Cases” “TI-Corruption Perception Index” and “TI-Global Corruption Barometer”);

### **World Learning – Transformational Leadership Program – Partnerships and Scholarships**

#### **Title: Partnerships Development Manager**

Date: November 2014 – February 2017

As a Partnerships Development Manager, I worked with the Transformational Leadership Advisory Committee on building capacities and ensuring sustainability, conducted oversight of program activities and budget and prepared reports for university partnerships component of the Program. I also worked closely with University of Prishtina management in the identification of capacity building needs, the development and implementation of partnerships with local universities and other higher-education institutions, liaised with US university partners to ensure alignment of partnership activities with project goals etc.

### **NDI Kosovo - Facilitating Public Outreach and Participation in the Agreement Implementation**

#### **Title: Program Manager**

Date: October 2013-October 2014

A one-year program, supported by National Endowment for Democracy (NED) that aimed at supporting political leaders and civic activists in playing an active role in the implementation of the Kosovo-Serbia agreement for normalization of relations.

### **NDI Kosovo – Kosovo Assembly Strengthening Program**

#### **Title: Transparency and Outreach Team Manager**

Date: August 2009 – August 2013

Responsible and involved in all aspects of designing, planning and implementing the Information and Public Relation Strategy of the Assembly of Kosovo. Analyzing and evaluating the effectiveness of the Strategy.

Some of the key components of the Strategy were the opening of Assembly Visitor Centre, the launch of Assembly Virtual Tour (in the Assembly website), Annual Celebration of International Day of Democracy (Sep 15) with Assembly Open Door and Youth Assembly – simulation session and Visitor guided tours.

### **NDI Kosovo - Legislative Strengthening Program**

#### **Title: Legislative Program Officer**

Date: July 2004 – July 2009

The main objective of the Program was to make the work of the Kosovo Assembly (the highest legislative and representative institution) more effective, open and transparent. NDI supported Assembly leadership in implementing a reform package that introduced parliamentary oversight mechanisms (introducing Question Period as fixed, parliamentary debate and investigative committee) to make the government more accountable to the elected representatives.

### **NDI Kosovo Citizen Participation Program**

#### **Title: Program Coordinator**

Date: October 2003 – June 2004

NDI's citizen participation program included support of civic and voter education, get-out-the-vote efforts, issue organizing and advocacy, budget oversight and government monitoring – help citizens master the techniques needed to initiate action, solve complex problems and become leaders in their own right.

### **IOM Kosovo KPC Trust Fund**

#### **Title: Project Officer**

Date: September 2001 – September 2003

KPC Trust Fund was a mechanism that enabled Kosovo Protection Corps the implementation of various humanitarian projects and re-integration of the former soldiers in civic life. As part of the KPC Trust Fund team, I was in charge of daily monitoring, supervision and advice to ongoing projects and regular periodic monitoring of projects in all phases of the project life cycle. Providing assistance to the Trust Fund Manager in the preparation of periodic progress reports for donors and partners.

## **KFOR – British Armed Forces**

### **Title: Language Assistant**

Date: July 1999 – January 2001

Initially recruited as the personal language assistant of the Deputy Commanding Officer of 1st Royal Irish Regiment and promoted to Language Assistant Team Supervisor, serving also as a liaison person between the team of 24 local staff and Regimental Sergeant Major.

### **Communication skills**

- Excellent communication skills gained through working with NGOs, establishing NGO networks, volunteer groups, community stakeholders
- Excellent writing skills such in drafting project proposals, reports, press releases, various publications, newsletters, success stories and maintaining correspondence with both donors and project partners, stakeholders and beneficiaries;

### **Organisational / managerial skills:**

- Supervised and coordinated working teams of varied size and composition;
- Extensive experience in organizing conferences, discussions, workshops, trainings, roundtables etc

### **Job-related skills**

- Completed training modules on: Strategic Planning; Proposal Development; Message Development; Coalition Building; Media Strategy; Government Monitoring Activities; Legislative Process Monitoring and Scorecards; Issue Identification and Issue-Based Advocacy; Short and Long Term Planning; Advocating for Public Policy and Legislative Agenda Changes; Advocating for Transparent Legislative Processes; Advocating for Transparent Budgetary Processes-To Impact Budget Allocation and Government's Plan of Activities; Election Process/e-Day Monitoring, Get Out to Vote campaigns.

### **Language skills:**

Albanian (native language) - native language

English - fluent

Serbian - fluent

**Publications:**

<b>Title</b>	<b>Type</b>	<b>Organization</b>	<b>Dates</b>
National Report on Grand Corruption	Research Report	KDI	January 2021
Regional Report on Grand Corruption	Regional Research Report	KDI	December 2020
Kosovo Emergency Package	Research Report	KDI	July 2020
Financial investigation in corruption cases in Kosovo, Albania and Northern Macedonia	Regional Research Report	KDI/ ALTRI Institute	February 2020
Taylor-made laws in Kosovo	Policy brief	KDI	November 2019
Is corruption inevitable?	Op Ed	KDI	December 2018
Trading Public Health for Private Interests	Research Report	KDI	April 2018
Economic Policy of Gravel	Research Report	KDI	April 2018
Kosovo Justice Integrity Scan Report	Research Report	KDI	December 2017
Judicial Integrity Initiative – Survey Report	Research Report	KDI	September 2017
University of Prishtina – Strategic Plan 2017 – 2019	Strategic Plan	World Learning	December 2016
Assembly of Kosovo – new mandate, new opportunities	Research Report	NDI	October 2008
“Our Assembly” (a series of five brochures for general public)	Brochures	NDI	May 2010

**REFERENCES****Silvija Susnjic**

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