

HARIS MEKIC

PROJECT, PROGRAMME AND OPERATIONS PROFESSIONAL

Skopje, North Macedonia

PROFESSIONAL PROFILE

Project, programme and institutional-coordination professional with evidence-backed experience across UN Women country-programme delivery and EU-funded institutional reform. Works effectively between programme teams, public institutions, international experts, regional structures, suppliers and operational systems, particularly where several functions must move together and delivery depends on judgement and disciplined follow-through.

SELECTED CAPABILITIES

Programme and project coordination | Institutional navigation | EU technical assistance | International stakeholder coordination | Management-facing operations | Executive mission support | Procurement practitioner work | Cross-functional delivery | Digital-system adoption | Knowledge transfer | Issue escalation and problem solving

PROFESSIONAL EXPERIENCE

Administrative Assistant / Administration Assistant | UN Women, North Macedonia

Documented service periods: Nov 2021-Sep 2023 and Oct 2025-Mar 2026 | Additional verified activity in 2024

- Connected country-programme priorities with institutional and operational delivery across programme colleagues, office leadership, regional and HQ counterparts, public institutions, experts and delivery partners.
- Maintained independent administrative coverage across four projects for four months during a documented staffing gap, prioritising concurrent programme and operational requirements without formal people-management authority.
- Supported implementation across GRB, EVAW, GEF and CORE; a supervisor-confirmed example is compiling the second-phase GRB logframe matrix and consolidating project-document inputs.
- Supported the October 2024 Deputy Executive Director and Regional Director country mission spanning gender data, government and donor dialogue, rural women and civil society, GRB and EVAW priorities; coordinated assigned country-office preparation and execution requirements without claiming authorship of the full briefing package or formal protocol authority.
- Supported adoption of Quantum and UNall through rollout learning, practical guidance for colleagues, issue escalation, supplier enablement and support to new staff.
- Worked as Procurement Practitioner across at least 38 distinct documented transaction folders in 2024-2026, covering eight category groups; canvassing and vendor recommendation are supported while selection and approval remained separate.

Project Coordinator | Evoluxer | EU Market Surveillance Project

Career presentation title | Service records also use Project Assistant and Office Manager / Project Administration | 2018-2019

- Coordinated implementation support within an EU-funded market-surveillance reform project, aligning project leadership, international experts, beneficiary institutions, meetings, missions, documentation and reporting requirements.
- Submitted mission-report packages, Team Leader timesheets and annexes, and a short-term-expert TOR/evaluation/CV package to the EU Delegation.
- Participated in coordination meetings with the EU Delegation, Ministry of Economy, State Technical Inspectorate and State Market Inspectorate; formal decisions remained with project leadership and institutions.

Project Coordinator | NSF Euro Consultants | EU Consumer Protection Project

Career presentation title | Service contract title: Office Assistant/Interpreter | Dec 2017-Feb 2019

- Coordinated implementation support within an EU-funded consumer-protection reform project, connecting project leadership, experts, beneficiary stakeholders, work-plan timing, consultations, missions and reporting cycles.
- Maintained the project-office mechanisms behind delivery, including expert timesheets, invoice and budget checks, cash-flow and accounting-document support, providers, office procurement and stakeholder contact.
- Contributed to weekly coordination on progress, work-plan timing, milestones, incidentals, focus groups, meeting logistics and institutional topics, and submitted approved expert timesheets and mission reports.

Office Manager | Pohl Consulting & Associates | EU Bankruptcy and Liquidation Project

Freelance project agreement, not employment | Jul-Nov 2017; separately assigned closeout work followed

- Supported implementation of an EU-funded bankruptcy and liquidation reform project through expert and beneficiary coordination, trainings, round tables, international study visits, translation and Team Leader/Key Expert reporting needs.
- Maintained supporting project controls including office administration, monthly expenses and incidental-budget reporting.
- Supported closeout through final-report and document delivery, office-expense completion, account closure with the Team Leader and CFCD clarification follow-up; the exact final closeout date remains unverified.

SELECTED DIGITAL WORK

DOPRI - Directed an AI-assisted build of a substantial multilingual NFC review-card and digital-presence prototype. An isolated validation passed 32 tests, strict type checking, a production build and prerendering. The project is a working prototype; deployment, customers, adoption and revenue are not claimed.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Bachelor of Arts in Political Science / International Relations | University American College Skopje | 180 ECTS | 2010

UN Women / CIPS Assessed Training for Procurement Practitioners - Turkey 2024 | Five-day Level 3-equivalent assessed training | Outstanding grade

SYSTEMS

Microsoft 365 (Excel, Teams, SharePoint/OneDrive) | Quantum procurement and supplier workflows | UNall travel | AI-assisted research, specification and local agent workflows