

01 / PROFESSIONAL PROFILE

HARIS MEKIC

PROJECT, PROGRAMME AND CROSS-FUNCTIONAL OPERATIONS

Skopje, North Macedonia | International and remote work | haris-mekic-profile.pages.dev

PROFESSIONAL PROFILE

Project, programme and cross-functional operations 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—especially when several functions must move together and delivery depends on judgement, clarity and disciplined follow-through.

PROGRAMME IMPLEMENTATION	EU TECHNICAL ASSISTANCE	INSTITUTIONAL COORDINATION	CROSS-FUNCTIONAL OPERATIONS
PROCUREMENT PRACTICE	DIGITAL ADOPTION	STAKEHOLDER DELIVERY	LEADERSHIP WITHOUT FORMAL AUTHORITY

PROFESSIONAL EXPERIENCE

Administrative Assistant / Administration Assistant | UN Women, North Macedonia

Former role | Documented service: Nov 2021–Sep 2023 and Oct 2025–Mar 2026 | Additional verified activity in 2024

- Connected country-programme priorities with practical delivery across programme colleagues, office leadership, regional and headquarters counterparts, public institutions, experts and delivery partners; contributed clear status, issue identification, practical recommendations and implementation follow-through.
- Supported implementation across GRB, EVAW, GEF and CORE portfolios; a supervisor-confirmed example is compiling the second-phase GRB logframe matrix and consolidating project-document inputs.
- Worked as Procurement Practitioner across at least 38 distinct documented transaction folders in 2024–2026 and eight category groups, supporting canvassing, value-for-money review, supplier onboarding and recommendations while selection and approval authority remained separate.
- Supported Quantum and UNall adoption through rollout learning, weekly implementation exchanges, practical guidance for colleagues, supplier enablement, account support, issue escalation and onboarding of new staff into procurement and travel processes.
- Helped coordinate the October 2024 country mission of senior global and regional leadership through assigned preparation, event and transport procurement, airport arrangements, field routing, supplier coordination and on-the-ground follow-through—without claiming sole mission or protocol ownership.
- Maintained administrative and operational continuity across four projects for four months during a documented staffing gap, prioritising procurement, travel, events and programme follow-up without formal people-management authority; wider functional coverage included supplier maintenance, assets, ICT, finance follow-up, alternate HR focal-point support, GHG reporting and UNCT partner-data coordination.

EARLIER INTERNATIONAL PROJECT DELIVERY

Project Coordinator | Evoluxer

EU Legal Harmonisation and Capacity Building for Market Surveillance | 2018–2019 | Career presentation title

- Coordinated implementation support around project leadership, international experts, beneficiary institutions, meetings, missions, documentation, timesheets, deliverables and reporting requirements.
- Submitted mission-report packages, Team Leader timesheets and annexes, and a short-term-expert Terms of Reference, evaluation and CV package to the EU Delegation.
- Participated in substantive coordination with the EU Delegation, Ministry of Economy and market-surveillance institutions while technical, legislative and formal decisions remained with the authorized experts and beneficiaries.

02 / EU TECHNICAL ASSISTANCE, CONTINUED

EU TECHNICAL ASSISTANCE, CONTINUED

Project coordination inside EU-funded institutional reform, expert mobilisation and public-sector implementation.

Project Coordinator | NSF Euro Consultants

EU Technical Assistance for Development of Consumer Protection Policy | Dec 2017–Feb 2019 | Contract title: Office Assistant / Interpreter

- Coordinated the working structure around project leadership, experts, beneficiary stakeholders, work-plan timing, consultations, missions, study visits and reporting cycles.
- Maintained project-office controls covering expert timesheets, invoice and budget checks, cash-flow and accounting support, providers, office procurement and stakeholder contact.
- Contributed to weekly implementation coordination on milestones, incidentals, focus groups, meeting logistics and institutional topics, and submitted approved expert timesheets and mission reports.

Office Manager | Pohl Consulting & Associates

EU Strengthening Administrative Capacities for Bankruptcy and Liquidation | Jul–Nov 2017; separate closeout work followed | Freelance agreement

- Supported expert and beneficiary coordination, trainings, round tables, international study visits, translation and Team Leader / Key Expert reporting requirements inside the institutional-reform project structure.
- Maintained office administration, monthly expenses and incidental-budget reporting as practical controls supporting implementation.
- 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.

RECONSTRUCTED PROJECT PORTFOLIO

MARKET SURVEILLANCE AND PRODUCT SAFETY

EU acquis, directive-transposition sequencing, institutional nominations, Steering Committee preparation, stakeholder consultation and non-key-expert mobilisation across a multi-institution beneficiary environment.

CONSUMER PROTECTION

Expert mobilisation, institutional consultation, work-plan follow-through, study visits, focus groups, incidentals and formal reporting inside an EU-funded technical-assistance structure.

BANKRUPTCY AND LIQUIDATION REFORM

Training, round-table and study-visit delivery across justice-sector institutions, courts, professional bodies and international experts, followed by structured project closeout.

IMPLEMENTATION RESPONSIBILITIES

IMPLEMENTATION CONTROLS

Expert Terms of Reference, CV and evaluation packages, missions, timesheets, deliverables and reporting annexes, alongside incidentals, expenses, invoice checks, provider coordination and closeout follow-through.

COORDINATION AND CAPACITY BUILDING

EU Delegation, CFCD and beneficiary coordination; Steering Committee and work-plan follow-up; international study visits, trainings, round tables, consultations, participant logistics and expert coordination.

03 / SELECTED DELIVERY AND DEVELOPMENT

SELECTED DELIVERY AND DEVELOPMENT

Evidence-backed cases, digital work, qualifications and systems that strengthen role-specific applications.

SELECTED EVIDENCE OF DELIVERY**SENIOR INTERNATIONAL MISSION**

Coordinated assigned country-office preparation and delivery around senior leadership, public institutions, programme beneficiaries and field activity. Kept logistics, procurement, movement and supplier dependencies visible while sensitive decisions remained with authorized leadership.

DIGITAL SYSTEMS INTO DAILY PRACTICE

Translated Quantum and UNall procedures into practical guidance for colleagues and suppliers, supported account and workflow adoption, escalated errors and helped new staff work inside the changed processes.

SWEDEN STUDY-VISIT RECOVERY

Used negotiation and practical problem solving to recover itinerary and travel issues in a supervisor-recognized case, balancing participant needs, suppliers, timing and procedural requirements.

LEADERSHIP WITHOUT FORMAL AUTHORITY

Guided colleagues, enabled suppliers, coordinated experts, maintained continuity and drove follow-up through trust and judgement without converting functional leadership into a claim of line management.

DIGITAL AND AI-ENABLED WORK**HUMAN-DIRECTED MULTI-AGENT WORK**

Designs controlled workflows in which complex objectives are decomposed across specialist research, evidence, architecture, implementation, review and validation agents. Retains the objective, evidence hierarchy, privacy boundary, authority, final synthesis and release decision; private project names and implementation ideas are deliberately not published.

AI-ASSISTED DEVELOPMENT AND VERIFICATION

Directs bounded digital work from problem framing and operating specification through implementation, testing and browser review. Distinguishes implemented work, working prototypes and concepts and does not convert technical validation into claims of deployment, adoption, customers or revenue.

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
- Selected UN learning | BSAFE; Ethics and Integrity; Prevention of Sexual Harassment and Abuse of Authority | 2021

SYSTEMS AND WORKING TOOLS

Microsoft 365 (Excel, Teams, SharePoint and OneDrive) | Quantum procurement and supplier workflows | UNall travel | Atlas exposure | structured trackers and reporting | multi-agent research, evidence analysis, specification, local implementation, critical review and controlled verification | versioned development workflows