

## PERSONAL INFORMATION

## Iulia Sirghi-Zolotco



dova, MD-2068



Sex I

Ioldova

## WORK EXPERIENCE

Starting 2020

Various trainings delivered on financial management, project management and related topics to accountants, financial managers and executive directors  
Vioser Consulting

Topics covered:

- Internal policies and good governance within CSOs organisations: common governance issues;
- Financial management of CSOs;
- Project management;
- HR policies and procedures for NGO sector;
- Procurements.

Business or sector NGO, business

August – September  
2024

Expert on procurements and on strategic and organisational development  
Simpals SRL, Centrul de Investigatii Jurnalistice, ICDC, Regina Pacis

Main activities and responsibilities:

- Developing the procurement policy for the whole company and all their sub-projects; Drafting the development strategy of „Centrul pentru Investigatii Jurnalistice”; Consulting the institution regarding improving financial management and internal control organisation development; Elaboration of internal policies (financial manual, procurement policy and HR and payroll) for CIJ.

Business or sector Business

Starting April 2017

Censor  
Independent Journalism Center of Moldova and since 2024 Școala de Jurnalism din Moldova

Main activities and responsibilities:

- Perform annual censor report (internal audit) over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations; Analyse and evaluate accounting documentation, previous reports, data, flowcharts etc; Act as an objective source of independent advice to ensure validity, legality and goal achievement; Maintain open communication with management; Document process and prepare censor findings memorandum; Engage

to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.  
Business or sector NGO

May 2007 - present

Project assistant, starting 2009 Director of the Administrative, Financial and Communication Service

Expert-Grup Independent Think-Tank

**Main focus:** drafting project proposals, implementing projects and improving communication and internal policies within Expert-Grup in order to sustain good implementation of initiatives focused mainly on good governance and sustainable development of Moldova.

▪ Main activities and responsibilities:

- Developing and improving internal policies oriented to successful implementation of projects and organization development;
- Develop and maintain integrated management information system and financial planning of organization;
- Coordinating the communication processes within the organization;
- Ensuring transparent and competitive procurement and organization of competitions for employment vacancies;
- Integration of project activities in the internal system management activities of the organization;
- Promote critical thinking and introduce innovative approaches and best practices in the COs' operations management, in support of programme effectiveness, and compliant with organizational rules, regulations, practices and approaches;
- Institutionalize and share best practices and knowledge learned with colleagues to contribute to organizational development initiatives to strengthen management and operations;
- Continuously develop and strengthen explicit knowledge within the section to ensure institutional memory is maintained and enriched;
- Lead/plan/implement capacity building initiatives to enhance competencies in operations management and services in the CO;
- Pursue innovation, documenting new processes to work and embed them into the design of new approaches;
- Monitor and evaluate operations' performance to identify weaknesses, areas for improvement and potential problems. Take appropriate action and/or alert relevant colleagues for timely action;

Business or sector NGO, Think Tank

## EDUCATION AND TRAINING

May-August 2021

SI Academy for Young Professionals (SAYP) 2021, Multi-level Governance, Decentralisation & Human Rights arranged by Lund University in Sweden: role of public administration in the protection of human rights, rule of law and democracy, how to work in a decentralised public administration, Starting in international human rights law, practical implementation of human rights (including principles of human rights); The UN Common Understanding on Human Rights Based Approach; Transparency and accountability; New Public Management (NPM).

September 2020 – January 2021

Certificate of Completion with Honours: Course on Leadership for Civil Society Organisations: Eastern Partnership, Office for European Expertise and Communication

- 20016 - 2018
- Leadership theories and adapting the leadership style; Tools in managing and motivating teams; Negotiation techniques and strategies; Conflict resolution and building trust; Strategies for women empowerment.
- Master in financial and tax law  
Academy of Economic Studies of Moldova
- 2014
- Legal financial relations; fiscal and legal relations; Strategic and Public Management; civil and administrative contracts; Business law; Administrative Litigation Law; International Financial Law.
- Procurement and financial training under World Bank-funded operations
- Bank policies and Guidelines, Disbursement Arrangement; International Standards on Auditing and Interaction between the PIUs and auditors; Contract management from FM prospective; Procurement issues during project implementation.
  - Specific issues in civil works contracts and evaluation of post-qualification requirements; Specifics of IT Procurement; Procurement planning, packaging and main features of the SBDs; Specifics of D S&I; S&I; Contract Management and legal aspects of procurement.
- 2005 - 2008
- Licensed in Finance  
Academy of Economic Studies of Moldova
- Public management; Finance and accounting; Assurances; Public finances; Micro and macroeconomics

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Replace with name of language certificate. Enter level if known.					
Russian	C2	C2	C1	C1	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

## PERSONAL AND JOB-RELATED COMPETENCES

Organisational / managerial skills

- leadership, flexibility; good organization, responsibility, autonomy; ability to work both collectively and individual; ability to work under pressure and time limit; analytical skills; good communication skills and conflict resolution;
- 15+ years of experience in financial and administrative management; 10+ years of experience in procurement; 10+ years of experience in project management;
- 7+ years of experience in training and consulting various NGOs in improving their internal procedures, financial management, procurements processes and organisation development.

Computer skills

- MS office, Pascal, Access, Open workbenchmark

Driving licence

B

References