# Msc. Lah Nitaj

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**EDUCATION**

2011 - 2013 Master of Science in “Security and defence studies” (Msc)

Thesis: “Historical overview on geopolitics - reflective analysis”

Academy of the Amed Forces, Faculty of Security and Defence, TRADOC, Tirana,

Albania

2005 - 2005 Post-graduate study course in International Relations and Diplomacy

 Thesis: “Local Governance - Comparative Systems”

 Albanian Diplomatic Academy, Tirana, Albania

1996 - 1998 University of Pristina, Faculty of Filology

 Post-graduate studies

1991 - 1995 University of Pristina, Faculty of Filology

 Branch of Literature and Albanian Language

 Title: Professor of Literature and Albanian Language

**TRAINING**

01/2004 - 02/2004 Certificate on Education Leadership, Pristina

 Organized by the Canadian Education Development Project, Department of Education and Science

Core professional competencies achieved: Management of Educational System; Professional growth of teaching staff; Leadership in Educational Institutions/Schools; Cooperation of Educational Institutions/School-Parents-Pupils; Compiling Educational Plans and Curricula.

01/2004 - 02/2004 Certificate of European Integration/Aki Communitaire

04/2004 - 06/2004 Organized by the European College, Natolin, Poland, Studies on European Integration

Core professional competencies achieved: Adoption of Policies and Legislation in the European Integration path; Drafting laws and by-laws compattible to Aki Communitaire; Neccessary Criteria and Standards of Aspiring countries for EU Integration; Role of Civil Society in the European Integration path; Experiences of Estern-Europe Countries aiming EU

**EMPLOYMENT**

2017 - ongoing Director of National Qualification Authority

2016 - ongoing Professor at AAB College

Lecturer in the courses:

* Management and preservation of information;
* Fundamentals of Security

AAB College

2014 - 2015 Professor at Juridika College

 Lecturer in the subject: Industrial Security

2015 - 2016 Political Advisor of the Minister of Education

 Ministry of Education, Science and Technology, Pristina, Kosovo

Competencies: Organization of the ministry cabinet, participation in meeings, conferences, seminars and debates related to the field of education; Supervision and work coordination with the Department of Education Inspectoriate; Coordination and supervision of Vocational Education and Agency for Vocational Eduaction and Training for Adults (AAAPARR); member of Experts’ Council for School Programmes and Books - Coordination with bodies and institutions in the country and abroad in relation to education; Member of the Group for the Education Curriculum in the Republic of Kosovo; Member of the Group for the Strategic Plan (PSAK) 2017-2021

03/2011 - 12/2014 Chief of Cabinet of the Minister of Infrastrucure

 Ministry of Infrastructure, Pristina, Kosovo

Management, organization and leading the work in the ministry’s Cabinet. Work coordination and staff management. Implementation of infrastructure policies and projects; Media and public relations, including central institutions, international ones and groups of interests. Communication and informing about minister’s and ministry’s activities, building up the reputation of the ministry and transparency at work; Cooperation with governmental institutions and other central and international bodies; Participation in bilateral and multi-lateral official meetings; Annual work plan and annual work periodic reports.

08/2008 - 03/2011 Chief of Cabinet of the Minister/Senior Counselor

 Ministry of Kosovo Security Force, Pristina, Kosovo

Management, organization and leading the work in the ministry’s Cabinet. Responsible for the full management of the minister’s cabinet, support of minister’s work, planning, preparation and coordination of activities and agenda; Responsible for the implementation of the governmental policies related to Kosovo Security Force, management of Cabinet’s budget; Preparation of political documents, laws and KSF regulations; Relations of KSF to civilian population; International collaboration; Relations to governmental institutions and other central bodies (the Government, prime Minister’s Office, the Parliamet, the Communes) and international ones (KFOR), etc.

01/2007 - 09/2008 Chief of Translators and Lectors’ Office

 Ministry of Work and Social Well-being, Pristina, Kosovo

Office management, organization of General Secretary Office with the departments of the ministry and minister’s cabinet, compilation of periodic reports of the ministry, coordination of the activities with other ministries, Prime Minister’s office, Parliament, etc; Work organization, Annual work plan, monthly and periodic annual reports, Assessment of staff performance, Assessment of official letters and other legal and normative acts; Coordination with respective departments and Minister’s Cabinet.

01/2004 - 01/2007 Chief of Cabinet of the Permanent Secretariat

 Ministry of Social Work and Well-being, Pristina, Kosovo

07/2003 - 12/2003 Executive Assistent of the General Secretary

 Ministry of Social Work and Well-being, Pristina, Kosovo

Office management, organization of secretary’s office with other ministry’s departments and minister’s cabinet, drafting of official letters and periodic ministry’s reports, coordination of activities with other ministries, Prime Minister’s Office and Parliament.

06/2003 - 07/2003 Education Coordinator of the Communes for pre-university education

Ministry of Education, Science and Technology, Pristina, Kosovo

Work coordination with Education Offices and Executive Education Officials (ZLA) in the communes of the country and Communal Education Directors (DKA).

04/2001 - 05/2003 Senior Official of Education for the Commune of Pristina for Pre-University

 Ministry of Education, Science and Technology, Pristina, Kosovo

Supervision of education system, curricula, educational-teaching staff, drafting policies for pre-university education.

01/2000 - 12/2000 Member of Secretary in the Interim Administrative Council (KPA)

 Interim Self-Governance Institutions, Pristina, Kosovo

Planning and discussion of Agendas, preparation of materials and documents for the KPA meetings, coordination of daily agenda for the interim administrative council, providing advice and office administration, etc.

07/1000 - 12/1999 Director of Archive and Lecture Office

 Ministry of Local Government, Interim Kosovo Government

Work organization, drafting and archive of official letters, proof-reading and editing of ministry’s official documentation, collaboration with central and local institutions for distribution of respective materials.

**ADDITIONAL ENGAGEMENTS**

11/2016 Chairman of the governmental team for drafting the document for “Education of the members of the minority comminities in the Republic of Kosovo”

03/2016 Member of Governing Council of Agency for Vocational Education and Training and Adultt Education (AAAPARR)

01/2016 Member of government group for the prevention of violent extremism and radicalism which leads to extremism

04/2012 - 06/2014 Member of the Coordinating Group for the Strategic Review of the Security Sector in

 Kosovo

2003 - 2007 Member of Supervising Board in “Dodona” Theatre

2003 - 2007 Member of Committee for Education and Science in the Assembly of Pristina Municipality

2002 - 2009 Counselor in the Assembly of Pristina Municipality

**TEACHING**

2016 - Ongoing Lecturer of the subject:

 Teaching the subject for students of the bachelor studies:

* Management and Preservation of Information

. AAB College

2018 - OngoingLecturer of the subject:

 Teaching the subject for students of the bachelor studies:

* Fundamentals of Security

. AAB College

2014 - 2016Lecturer of the subject:

 Teaching the subject for students of the bachelor and master studies:

* Industrial Security

. European College “Juridika”, Social Science Branch

**PUBLICATIONS /ARTICLES**

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| **Published /ISSN/ISBN** | **Item Title**  | **Month/Year**  |
| International RelationsMilitary Revew, Tirana , Albania | Geopolitical Thought in German-Speaking Countries | 2012 |
| International RelationsMilitary Review, Tirana , Albania | An Approach to Critical geopoiltics | 2013 |

**SKILLS AND SOCIAL COMPETENCIES**

Mother tongue: Albanian

Foreign languages: English ( Speaking:C1, Writing: C1, Reading: C1, Listening C1)

 Serbian ( Speaking:C1, Writing: C1, Reading: C1, Listening C1)

 German ( Speaking:B2, Writing: B2, Reading: B2, Listening B1)

Communication and organizational skills. Strong sense of responsibility and

accurateness.

Computer Skills: Microsoft Office 2010 , Corel Programme

Driving licence: B, C, C1