



Name: Joanna Monika Wyzlitz
Date of Birth: 10/16/1979
Nationality: German

1. Professional Experience

Programme Manager, Bedari, Islamabad/Pakistan

Girl Power Programme, Dutch Government/ICDI and Plan Pakistan:

- Supervision/Management of the Girl Power Programme, Dutch Government/ICDI and Plan Pakistan
- Management of Programme Implementation, Budgeting and Monitoring/Evaluation of the field offices in Vehari, Multan and Chakwal
- Development of Operational Plan, Annual Plan and supervision regarding monthly workplans and reporting
- Report Writing – quarterly and annual for two different donors, Dutch Govt/ICDI and Plan Pakistan
- HR/Management of field staff in three field offices
- Coordination and Management of contracting for Media Activities, i.e. Radio Programmes, Media Coverage of events
- Conducting Trainings on Report Writing and Office Management, i.e. filing systems/database
- Cooperation and Liaison with national and international donor organizations, district govt.
- Representing GPP during Country Steering Committee Meetings, Programme Management Committee and Ending Violence against Women and Girls Alliance meetings (EVAW/G Alliance)

Dance4Life/Scholls4life Project, Rutgers/WPF:

- Supervision of Dance4Life/Schools4Life implementation
- Monitoring/Web-Based Monitoring
- Communication/PR with Media – assuring media coverage of project/activities
- Liaison with schools
- Event Management

Programme Officer for Climate, Energy, DM/Ecology Program, Heinrich Böll Foundation, Lahore/Pakistan, August 2011-December 2011

- Elaborating new local partners in the field of climate and energy and cooperation/liaison with the current local partners Sustainable Development Policy Institute (SDPI) and Shirkat Gah
- Diffuse information about new developments to relevant units at the HQ and the local partners
- Monitoring new developments in the field of climate and energy, internationally and in Pakistan
- Keep track of new developing policies and structural adjustments of the Government of Pakistan, i.e. tracking the Delegation in Durban/at COP-17 on Climate, Energy and Disaster Management related topics
- Assisting the Country Director in all relevant tasks, i.e. preparation and follow-up of international conferences
- Translation of important guidelines and other documents from and into German and English for local staff

HR Coordinator Region South-East Asia/Pakistan, Afghanistan and Mongolia

Centre for International Migration and Development, Returning Experts Program, **Frankfurt/Germany**,
November 2009-December 2010

- Information, representation, advisory and recruitment services for returning experts, local/international employers, development sector related programs, universities/research schools and multipliers
- Event Management
- Development of University and Student Groups Networks
- Acquisition
- Development and implementation of quality standards for the online job portal
- Content, structure and categorization of the linklist
- Evaluation of the exchange fora of the advisors for returning experts

GIZ Consultant, Gender Mainstreaming Project, Afghanistan/Kabul, April-May 2009

- Needs Assessment of local staff – trainings/HR Capacity Building
- Development of a monitoring tool for the trainings
- Structure and categorization of the folders of the common server (information management) – participatory approach with a presentation

GIZ Consultant, Gender Mainstreaming/Capacity Building Ministry for Women's Development, Islamabad/Pakistan

November 2008-February 2009

- Needs Assessment/Situation Analysis
- Advice and technical assistance on the processes, organizational structure, access to online journals and gender related literature for the library and upcoming gender learning centre in the ministry
- Knowledge management
- Cooperation with the PakBook Corporation, organized a visit to Lahore to meet the PakBook Corporation and best established library of Pakistan at LUMS (Lahore University Management Sciences)

Special Assistant to the Vice Chancellor, LUMS; Lahore/Pakistan, August-October 2008

- Executive communication with relevant stakeholders and universities abroad as well as intl. donors for development of development oriented projects at LUMS; i.e. USAID and Worldbank
- Writing minutes of meeting and following up of Management Foundation and Board meetings
- Keeping track record of visits at VC's office

Lecturer for German as a foreign language, Shanxi University for Finance and Economics, **Taiyuan/Shanxi Province/China**, March-July 2008

- Implemented new teaching methods, i.e. work in groups and real life oriented summary writing
- Organized and conducted final examination with FOM (Fachhochschule für Ökonomie und Management, Germany)

GIZ Intern/Consultant, Women's Protection Project, Social Welfare Department, Lahore/Pakistan, January 2007-July 2007

- Conducted case studies in shelter for women and girls in Punjab (Lahore, Multan, Gujranwala and Faisalabad) and KPK (Peshawar)
- Visualisation of project activities for the project progress report team from GTZ Headquarters
- Establishing the GIZ folder system for the project

2. Key Qualifications

a. Managerial Skills

- Management of (intl.) large-scale and long-term projects, including Monitoring and Evaluation, Budget Planning, HR, Supervision
- Needs Assessment of Capacity (HR and Organizational); Organizational Development: strengthening of organizational structures to enhance professional performance
- Networking and liaison with national and international organisations
- Human Resource Recruitment, acquisition of new returning experts and potential employers in the development sector
- Event Management
- Training Development and Evaluation

b. Programmatic/technical knowledge and skills

- Technical assistance and support to partners/ministry at central level and provincial level departments (Pakistan)
- Expertise in the field of socio-cultural, political and institutional settings in Pakistan and Afghanistan, gender related laws/institutions, non-governmental organisations, cultural practices, women's and girl's shelter homes in Pakistan
- Media and Communications in Pakistan
- Violence against Women and Girls, Gender-Based Violence
- Child Protection
- Life-Skills Based Approach; HIV/AIDS Awareness
- Working knowledge in the areas of Women Empowerment through Economics, Gender and Islam, Anti-Corruption
- Knowledge Management
- Recruitment and HR Development through trainings
- Migration and circular migration from and to developing, emerging and transition countries, legal status of third country nationals in Germany, EU Mobility-Partnerships

c. Language skills

German and Polish (mother tongue), English (excellent), basics in French, planning to learn Urdu

3. Trainings

- InWent gGmbH: Capacity Building in Fragile States; Decentralisation and Local Governance; Empowerment: Gender and Human Rights (English)
- Children Rights/Protection and Para-Counselling, Ambreen Ajaib for Bedari
- GTZ FOBI: 'Impact Monitoring'
- GTZ FOBI: 'Economic Empowerment of Women'
- U4 Online Course: Anti-Corruption Strategies for Development (English, certificate)
- GTZ FOBI: 'Gender macht Entwicklung', Economic Empowerment of Women
- V-EZ (InWent): Introduction to International Development Politics, Roles and Competencies in Consulting (English, certificate)
- Project Management, WBS Training, Dortmund: project development, planning and implementation, controlling, teambuilding, presentation and moderation, intercultural communication, knowledge management, MS Project (certificate)
- Anti-Bias Training, InWent (certificate)
- Project implementation, monitoring and evaluation, Arbeitsgemeinschaft für Entwicklungshilfe (AGEH, certificate)
- European Summer Academy 2005, Gustav-Stresemann Institute and Jean-Monnet Regional Centre of Excellence Nordrhein-Westfalen: 'The crisis of Europe: Finance reform instead of extension? Extension or Enlargement?' (certificate)

4. Postgraduate and graduate studies in Germany and Ireland

International Master's Degree Program "European Culture and Economy" – Sociology/Politics and Competition Policy, Ruhr-University of Bochum (October 2003-March 2007)

Master thesis: 'Promotion of Democracy by EU: the case of the Euro-mediterranean partnership', Prof. Dr. Ilse Lenz, Chair for Social Inequality and Gender, Institute for Social Sciences

Other topics in oral and written exams:

- Transnational NGOs and their impact on local agenda and decision making processes
- Gender Mainstreaming in the EU legislative, Gender and EU Policy, Gender Justice
- Access to Intellectual Property (Competition Policy)
- Development and Trade Economics; European Structural and Innovation Policy
- Microeconomics and Macroeconomics

Bachelor of Arts in Education, Social Psychology/Anthropology and German Studies, Ruhr-University of Bochum (October 1999-March 2003)

B.A thesis: 'Empirical Research on the Debate on Co-Education – An International Comparison Approach'

Other topics in oral and other written exams:

- Organizational psychology, non-formal education in different cultures, tribalism and communitarian society, transnational identities and migration, internet and education
- The 11th September – media, system theory and a historical approach to assassinations

Erasmus/Sokrates Scholarship Program of the Commission of the European Union, Sociology/Politics, Psychology, Philosophy and German Studies, National University of Ireland, Galway (NUIG)

- Small piece of research conducted at the Women's Studies Centre: 'Gender dynamics in coeducational schools in rural and urban settings in the Galway area'. The results were later on implemented into my B.A thesis.

Other Topics in written exams:

- Bioethics; industrial and organisational psychology; comparative themes in society, politics and culture; women in Irish society; classical social thought

5. Internships

- Ministry for Labour, Health and Social Affairs, Department for EU Affairs: Research and knowledge management, preparing presentations on the following topics: EU and Globalisation, PROGRESS, migration of labour force within the EU
- Friedrich-Ebert Foundation, country office Poland and regional office for Central and Eastern Europe: correspondence with international partners, conference assistance, research and preparation of EU documents on national and EU topics (HR in Poland, european identity, industrial relations of free trade unions, national parliament and EU, political empowerment of women in Poland)
- Centre for International Migration and Development (CSM) in Warsaw: conference and expert meetings assistance and translation services (polish-german) on the following topics: energy issues between Europe and Russia (Baltic Sea pipelines), role of national parliament in the EU, bilateral relations with neighbouring countries, migration
- Department for Public Affairs, City of Herne: journalistic texts and research