

## AREVIK SARIBEKYAN

### PROPOSED POSITION

Project Director

### PROFILE

20 years' experience in leading on the design, delivery and management of donor-funded projects, with excellent communication and negotiating skills built in managing relationships with key stakeholders including Government, government officials, international organisations, local art and education institutions and organisations, not-for-profit sector, non-governmental sector. Has led and supported diverse teams, both locally and regionally, across 15 countries, using different techniques to raise team productivity and motivation. Also experienced in development and delivery of regional strategies, risk analysis and management.

A skilled trainer and facilitator, has conducted webinars on equality diversity and inclusion and different diversity areas, including disability, gender; unconscious bias, etc. Has also delivered speeches at various events, attended TV interviews and press conferences, etc.

### CURRENT POSITION

Director, British Council Armenia

### NATIONALITY

Armenian

### QUALIFICATIONS

CMI Level 8 Strategic Direction and Leadership Diploma (RQF Level 8 qualification equivalent to PhD), Sussex Business School, 2018–2019 (expected Dec 2019)

Certificate Democracy and Public Policy in UK, London School of Economics, Hansard Society Research Scholar Programme, May–Jul 2004

MPA (Master's in Public Administration), East Carolina University, 1998–2000

Certificate English Language Programme (advanced), University of Pennsylvania, Jun–Aug 1998

MA in Political Science and International Relations, American University of Armenia, 1995–1997

Diploma English Language and Literature, Yerevan State University, 1990–1995

### COUNTRY EXPERIENCE

Armenia

### LANGUAGES

Armenian                      mother tongue

English                        excellent

Russian                        very good

### KEY SKILLS

Project design, delivery and management, regional strategy and annual plan development and delivery, reporting, communication skills, trainer and facilitation skills, analytical and research skills

### RELEVANT EXPERIENCE

#### Director, British Council Armenia, 2007 to present

In addition to main roles and responsibilities as Head of the Armenia office, has been responsible for leading on the design and delivery of donor-funded projects, managing relationships with key stakeholders (Government, international community, sector professionals, non-governmental sector), managing project related risks and overseeing overall management of projects. Has been Director of the following projects:

- 2018–2019: CSSF EaP programme: *Towards Stability and Prosperity: Improving English Language Skills for Isolated Communities in the South Caucasus, Moldova and Belarus* project, CPG-798-2015/7 (12).



- 2015–2016: *Support to Democratic Governance in Armenia* project, EuropeAid/134-096/C/SER/AM.
- 2010–2012: EU-funded *Fashion Road: Dialogue Across Borders* project, 2010-2269/001-001 CU7 MESP7.
- 2009–2011: FCO-funded *EU Skills Project*, covering South Caucasus countries.
- 2008–2010: FCO-funded *Wo/Men in Politics* project.

#### **Regional Lead for Equality, Diversity and Inclusion (EDI), British Council, 2014–2018**

Responsible for the development and delivery of the regional strategy, leading and supporting the EDI team of the region (15 countries) and ensuring the development of the competencies of our teams in EDI.

#### **Education and Governance Programmes Manager, British Council, 2005–2007**

Responsible for drafting the education and governance programmes strategy and managing and monitoring the delivery of the portfolio for Armenia and preparing year-end reports. Also responsible for managing the John Smith Fellowship and Chevening Scholarship programmes for Armenia. Was Director of the following projects:

- 2006–2009: FCO-funded *Raising Role of Media in Monitoring Government* programmes, covering South Caucasus countries.
- 2006–2009: EU-funded *Support to Migration Policy Development and Relevant Capacity Building in Armenia* project MIGR/19.020312006-120-233-(100).

#### **Founding Member/Programmes Officer, Transparency International Armenia, 2000–2004**

Contributed to the development and delivery of the organisation's strategy and annual action plan. Was engaged on the following significant programmes:

- 2002–2004: Project Director, National Anti-Corruption Resource Center (NACRC).
- Mar–Jun 2003: Expert, Monitoring of Parties' Campaign Finances during the 2003 parliamentary elections.
- 2001–2002: Project Co-ordinator, Promoting Transparency at Regional Customs.
- Jan–Sept 2002: Analyst/Field Co-ordinator, County Corruption Assessment: Public Opinion Survey.
- 2001–2003: Co-ordinator, Establishment and Development of a National Anti-Corruption NGO Coalition.

#### **MEMBERSHIP OF PROFESSIONAL BODIES**

- Jun 2018 to present: Founding Member and President of EUNIC Armenia cluster.
  - 2016 to present: Member of Accredited Global Equality, Diversity and Inclusion Facilitators.
  - 2000 to present: Founding Member of the NGO, Center for Regional Development/Transparency International Armenia.
  - 1998–2000: Member of the American Society for Public Administration (ASPA).
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**SIMON JOHN BELLAMY EThERTON****PROPOSED POSITION**

Teacher Education Consultant

**PROFILE**

Over 30 years of English language teaching and training and English project management.

Strategic lead for the British Council's grant- and partnership-funded work in English in Ukraine, developing and delivering a portfolio of projects supporting school and higher education reform, building strategic partnerships, assessing market need and identifying opportunities, securing partnership income, and increasing the recognised impact of the British Council's work in English.

Provided the academic lead for English Partnership projects in South India for four years, across four states, and the direct training and professional support of 2,240 teacher educators delivering professional development opportunities to over 350,000 English teachers in schools across the region, working with state governments, including innovative solutions to ensure impact on the large-scale quality of teaching and learning of English in schools.

**CURRENT POSITION**

Head of English, British Council, Ukraine

**NATIONALITY**

British

**QUALIFICATIONS**

MEd Language Teaching (Distinction), University of Exeter, October 1993 – October 1994

Post Graduate Certificate of Education (PGCE) in Teaching English as a Second/Foreign Language, University of Wales, September 1988 – July 1989

BA (Hons) Geography with Development Studies University of Sussex, September 1983 – June 1986

**COUNTRY EXPERIENCE**

India, Oman, Ukraine, UK, Spain, Sudan, Ethiopia, Solomon Islands

**LANGUAGES**

English                      mother tongue

**KEY SKILLS**

High quality delivery and reporting of project activity, including large scale monitoring and evaluation. Building strategic partnerships, assessing market need and identifying opportunities and securing partnership income.

**RELEVANT EXPERIENCE****Head of English, British Council, Ukraine, Sept 2016 to present**

Strategic lead for the British Council's grant- and partnership-funded work in English in Ukraine. Also leads on the implementation of English regional CSSF project activities in Ukraine, Belarus and Moldova, working closely with regional team and British Embassy staff, establishing productive delivery partnerships with local organisations. Project Lead for English Access, a £3 million regional project for Wider Europe. Specific projects:

- 2016–2019 English for Universities. Reforming ESP and EMI teaching and learning in 32 universities
- 2016–2019 PRESETT Methodology Curriculum Reform. Reforming pre-service teacher education in 15 pedagogical universities
- 2016–ongoing New Ukrainian School Reform. Supporting the Ministry of Education to reform English language teaching and learning in primary and secondary schools.



### **Senior Academic Manager, British Council, South India, Nov 2012 – Aug 2016**

Academic Lead for English Partnership projects in South India, exploring and developing appropriate interventions in partnership with state governments, including innovative solutions to ensure impact on the quality of teaching and learning of English in schools on such a large scale. Established positive and productive partnerships with senior state and SSA officials and funders including Unicef and the MacArthur Foundation.

### **Teacher Education Consultant/Head of English Teacher Training, Ministry of Education, Sultanate of Oman, Sept 2008 – Aug 2012**

Managed all in-service teacher training of over 6,000 state school English teachers across all 11 regions and acted as Teacher Education Consultant to the Ministry of Education:

- Produced a range of quality training courses and workshops to support curriculum and supervisory initiatives and ensured successful implementation of educational reform.
- Advised the Ministry of Education on training policy across all subjects.
- Provided innovation in continuing professional development policy and procedures for English teachers Grades 1 to 12.
- Supported 'Omanisation' of English training: recruiting, training and providing professional development to a new cadre of Omani trainers and contributing significantly to capacity building for the future.
- Provided strategic planning and policy development for in-service training and quality assurance in the Ministry of Education.

### **Director, Research for Professional Development Project, Ministry of Education, Sultanate of Oman, Sept 2006 – Aug 2008**

- Developed and wrote a new six-month post-graduate research course for Omani teachers of English.
- Taught the course to Omani trainers as part of their own professional development, and to prepare them to deliver the course to teachers in their regions.
- Co-ordinated and supported the implementation of the project across the Sultanate.
- Supported the development of Omani teacher trainers through trainer-training workshops.

### **Lecturer in English Language Teaching (TESOL) and Educational Studies, School of Education, University of Exeter, Exeter, UK, Sept 1994 – Aug 1997**

- Lectured on the MEd English Language Teaching course.
  - Tutored on the general PGCE Educational Studies programme.
  - Directed and taught the intensive Certificate of Advanced Professional Studies (CAPS) ELT courses.
  - Examined MEd, CAPS ELT and PGCE qualifying assignments.
  - Supervised MEd dissertations.
  - Conducted a series of in-service training sessions for Polish teacher trainers as part of an EU-funded TEMPUS project.
  - Conducted in-service training sessions for Swedish secondary school teachers on integrating English across the curriculum.
  - Designed, directed and taught a University accredited Introductory TEFL course.
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**ANNA O'FLYNN****PROPOSED POSITION**

Gender Consultant

**PROFILE**

After completing a languages degree which enabled me to develop fluency in French and Spanish and to gain experience of studying and working in international contexts, my recent professional roles and postgraduate studies have helped me develop expertise and interest in the fields of Education, Gender Equality and International Development. I have excellent research, writing and organisation skills and can work easily either independently or within a team-based environment. My greatest strength is my ability to communicate with a variety of different people. I am hard-working and enthusiastic about my work and acquiring new skills and knowledge.

**CURRENT POSITION**

Senior Consultant Gender and Inclusion

**NATIONALITY**

British

**QUALIFICATIONS**

MA Education and International Development (Distinction) Institute of Education, University of London, October 2007 – September 2009

BA (Honours) French and Hispanic Studies (2i), University of Sheffield, October 2000-July 2004

**COUNTRY EXPERIENCE**

UK, Chile, Peru, Brazil, Colombia, India, Turkey, Lebanon, Tunisia, UAE, Mexico

**LANGUAGES**

English	mother tongue
French	fluent
Spanish	fluent
Portuguese	intermediate

**KEY SKILLS**

Knowledge, technical expertise and practical of mainstreaming gender equality within programming (including gender analysis, gender sensitive and transformative planning and implementation and MEL systems).

**RELEVANT EXPERIENCE****Senior Consultant gender and Inclusion, British Council, UK, Sept 2016 to present**

- Identifying opportunities, lead and quality assure technical proposals for donor funded projects and programmes which contribute to the women and girl's portfolio
- providing technical input and quality assurance of projects and programmes in the women and girl's portfolio
- commissioning research and to support thought leadership on gender equality and empowerment of women and girls.
- building internal capacity through development of guidance on gender mainstreaming, mentoring, coaching and professional development.

**Assistant Adviser, Society (July 2014 – August 2016)**

- supported the development and delivery of the British Council's Society portfolio, with a particular emphasis on our thematic area of women's and girls' empowerment
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- coordinated a key piece of research on 'Gender Equality in the UK: Meeting the Sustainable Development Goals (SDGs)
- led on a SDGs Exhibition, digital communications and launch activities

#### **International Higher Education (IHE) Project Manager (January 2012 – June 2014).**

- worked closely with our national advisers and global network in over 100 countries to develop an IHE offer to strengthen international collaboration in higher education
- supported high level policy dialogues and discussions, through conducting background research and managing speakers, delegates and logistical arrangements
- presentations and stand management at events to raise British Council's IHE profile
- coordination of a communications strategy and development of our digital content

#### **Between September 2010 and September 2011, I also worked as a Project Delivery Officer for the Scholarship and Accreditation UK teams.**

#### **Progressio Skilled Specialist, ICS Empower Programme, October-December 2011**

Spent ten weeks in Villa el Salvador, Peru, working at a community-based educational project where my responsibilities included:

- supporting teachers within the nursery
- assisting at the homework, sports and arts and crafts workshops
- teaching English to teachers and groups of young adults
- designated Spanish interpreter for other volunteers

#### **Commonwealth Scholarship Commission within the Association of Commonwealth Universities London, September 2005 – August 2010**

Full-time permanent post as Programme Officer in higher education administration; duties included:

- management of all academic aspects (selection, placement and progress) of Commonwealth postgraduate scholarships and staff fellowships at a portfolio of UK universities and administration of tuition, college and bench fee payments to institutions
- contribution to statutory reporting requirements through data compilation and report preparation
- membership of editorial team for the CSC's key publication, Commonwealth Scholarships News and coordination of the Commissions nine electronic professional alumni networks
- assisting with the provision of events for award holders
- coordination of a Graduate Employment Network, which encourages Commonwealth universities to share ideas on how to best prepare students for the world of work

#### **Departamento Universitario Obrero y Campesino, Universidad Católica (DUOC UC) University, Santiago, Chile, July 2004 – July 2005**

- taught English as part of the British Council Assistantship Programme
- prepared students for a change in the examination system: a shift from assessment of communicative English to a focus on technical and business English, via the introduction of the TOEIC examination.

#### **Publication**

- 'Diplomatic Tool Versus Developmental Mechanism: The Changing Role of Commonwealth Scholarships', in History of Education Researcher, Number. 87, May 2011, pp13-27

#### **SKILLS**

- Proficient in Microsoft Word, Excel, PowerPoint and SOLAS content management
- Fluent in French and Spanish; intermediate Portuguese (Level B1 in CEFGA Scale)

#### **INTERESTS**

- Voluntary activities: Trustee for the British Council Benevolent Fund which involves allocating funds, contributing to policy and leading on fundraising events and activities.
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## TAMAR KVACHADZE

### PROPOSED POSITION

English Programmes Manager

### PROFILE

A successful Projects Manager with international experience in business development, project management and customer service management.

An employee with solid leadership skills rated very positively by stakeholders and project partners. A key team player and team leader with open supportive management style. Creative in delivering innovative products and services to challenge the expectations of contacts. A keen learner who maximises opportunities to take on new challenges. Experienced professional with sound knowledge, experience and excellent understanding of customer service needs and issues, with proven high standards of service praised as an example of best practice.

### CURRENT POSITION

Projects Manager, British Council

### NATIONALITY

Georgian

### QUALIFICATIONS

Developing Managers Part 2, British Council  
Lisbon, 2017

Business Intelligence course, British Council  
Barcelona, 2015

'All about Fundraising', Online course, Institute  
of Fundraising UK, 2009

SAP (Systems Applications Processes) Financial  
System training, 2007

### RELEVANT EXPERIENCE

#### Projects Manager, British Council, 2007 to present

- Identifies and delivers projects and events in the areas of Education, English and Society. Works with partners and stakeholders, technical experts and professionals to achieve planned targets.
- Evaluates the effectiveness of project activities in order to repeat success and/or improve quality in future planning and delivery.

Certificate, B2C Customer Service  
Training of Trainers programme,  
Nov 2006

Obtree Web Design training,  
Sept 2006

British Council Project  
Management, Presentation and  
Personnel Management training,  
Jan 2005

Performance Management and  
Professional Development course,  
British Council, Aug 2002

Events Management course, British  
Council, 2001

Certificate, Customer Care course,  
British Council Moscow, Mar 2000

BA in English Language  
(distinction), University of Foreign  
Languages and Culture, 1993–1998

### COUNTRY EXPERIENCE

Georgia

### LANGUAGES

Georgian                      mother tongue

English                        excellent

Russian                        very good

### KEY SKILLS

Project management,  
relationship-building and  
stakeholder management, income  
generation, resources management,  
performance management,  
co-ordination of information  
services, budget management,  
managing library resources,  
marketing KIS services, partnership  
and project/events management,  
monitoring and evaluation



- Builds new and maintains existing, strategic relationships and partnerships with national and international organisations and individuals to extend organisational influence and achieve corporate objectives.
- Establishes and maintains high-level networks of influence.
- Identifies and develops new business opportunities and contributes to the development of project concepts and the preparation of proposals for client- and sponsor-funded project activity.
- Provides professional management to corporately-funded initiatives.
- Effectively manages reconciliation of collected revenue.
- Manages delegated budgets and processes accurately and ensures resources of right quality and nature are assigned to deliver projects and events.
- Ensures collection of positive client feedback and media coverage.
- Identifies and reports operational risks and makes sure necessary plans of effective risk management are in place.
- Develops and manages designated staff, ensuring right standard of accountability is in place in the team, project outputs are achieved, and targets are met.

### **Knowledge and Information Services (KIS) Manager, British Council, 2005–2007**

- Developed effective KIS strategy and number of policies, including customer service policy, collection policy and membership and loans policy.
- Ensured new products, services and partnerships were identified and introduced.
- Managed four staff members, monitoring performance and ensuring quality of service.
- Recruited members of staff for information department involved in recruitment for other departments.
- Encouraged staff to work effectively as a team and on different projects outside the immediate team.
- Planned, released and monitored budget allocations for different Information services and produced monthly reconciliation reports on expenditure and income.
- Promoted KIS activities, through presentations and events, ensured promotional materials and relevant web-page was up-to-date, culturally appropriate and compliant with corporate guidelines and standards.
- Liaised with leading Georgian TV and press and increased both quality and amount of media coverage.
- Monitored and evaluated the implementation of policies/plans and took corrective action, if necessary, to ensure corporate objectives were met, successes were repeated, and problems minimised.
- Carried out a needs assessment, used annual user surveys and annual statistics indicators to review performance and identify ways to improve services.

### **Librarian/Information Officer, British Council, 1998–2004**

- Answered all general and educational enquiries about UK, by telephone, written and face-to-face.
  - Gave guidance to lending-library users.
  - Managed database of the library members and UK websites.
  - Carried out the day-to-day running of the library centre.
  - Liaised with Georgian libraries and library associations to share experience and participated in joint events.
  - Ran collection survey and information needs assessment with library members and visitors.
  - Selected stock, identifying relevant, quality information materials for ordering twice a year.
  - Produced annual statistics using record of enquiries and library usage reports.
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## ZHANNA SEVASTIANOVA

### PROPOSED POSITION

English Programmes Manager

### PROFILE

A professional with excellent leadership skills (lead by personal example, build a team of achievers, motivate and encourage using different techniques to ensure team productivity) and experience of event management (budget and activities planning, event organising and acting as MC). Experienced in planning and managing projects including budgeting, delivering project activities, monitoring and evaluation and reporting. Ability to establish and collaborate with partnerships with stakeholders including MoE, university leadership and management of governmental institutions. Skilled trainer and mentor (professional development seminars at teacher professional development events and conferences including presentation at IATEFL international and IATEFL Ukraine, teacher training courses).

### CURRENT POSITION

English Language Projects Manager, British Council Ukraine

### NATIONALITY

Ukrainian

### QUALIFICATIONS

Professional Award in Teacher Development, British Council Ukraine, 25 Jan 2017

Professional Development Certificate, Interpersonal Effectiveness course, DOOR training and consultancy, 2014

Certificate, Train the Trainer, British Council Developing Trainer Summer School, 18–25 Jul 2011

Certificate, Learning Technologies for Classroom, British Council, 6–14 Dec 2010

Certificate, Change Management in ELT course, British Council Ukraine and IATEFL Ukraine, 1–7 Aug 2010

Master's degree English Language and Literature, National Pedagogical Dragomanov University, 2003–2005

Diploma in Pedagogy and Methodology of Compulsory Education: English language, Borys Grinchenko Kyiv Municipal Pedagogical University, 1998–2001

### COUNTRY EXPERIENCE

Ukraine

Belarus

### LANGUAGES

Ukrainian	mother tongue
English	excellent

### KEY SKILLS

Leadership and management of people, programmes and events, budget management, training and mentoring of adults and youth, communication and relationship-building

### RELEVANT EXPERIENCE

#### **English Language Projects Manager, British Council Ukraine, 2013 to present**

Managing projects with a focus on English language teaching and professional development of teachers of English. This includes two large scope projects, *English for Universities* and *English for Civil Servants*. Responsibilities include planning project finances and activities, monitoring the project delivery and managing evaluation. Has managed CSSF project delivery in Belarus over the past two years.

#### **Senior teacher of English, University of Economics and Law “KROK”, Kyiv, 2006–2013**

Was responsible for F2F teaching and delivered the ESP, Business English and General English courses. Dealt with course module design and course books and tasks for ESP students.



**President, IATEFL Ukraine, 2010–2012**

Headed the National affiliate organisation for two years. Dealt with planning and budgeting of the activities of the teacher association. Established and developed relationships with partners across Ukraine and overseas.

**Teacher of English, Secondary School 16, Kyiv, 2001–2006**

Taught F2F General English to teenagers.

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## ADDEH HOVASSAPIAN

### PROPOSED POSITION

English Programmes Manager

### PROFILE

Over the past five years, has developed ability to work with, manage and lead diverse and large delivery teams. Skilled in leading the delivery and management of projects in line with defined timelines and budget. Possesses excellent communication and negotiation skills as well as public speaking skills; (has delivered speeches at various events, presentations and TV interviews). Is a validated trainer with extensive experience of delivering face-to-face training sessions as well as running training webinars. Possesses well-developed analytical, problem solving and research skills and is experienced in finance and resources management, (using SAP Business and Management Systems). Has a comprehensive knowledge and understanding of project monitoring and evaluation principals and has developed ELT-related teacher/student development content design.

### CURRENT POSITION

ELT Projects Manager, British Council Armenia

### NATIONALITY

Armenian

### QUALIFICATIONS

CMI Level 5 Management and Leadership Diploma, Chartered Management Institute, 2018–2019 (expected Apr 2019)

Validated Professional (Soft) Skills Trainer, British Council, 2018

Validated ELT Teacher Trainer, Norwich Institute for Language Education, 2017

Applied Project Management, British Council, 2017

Leadership, Stakeholders and People Management Course, British Council, 2016

SRF ABDI Level 5 Professional Certificate in Human Capital Investment Planning, Pearson, 2014

CELTA (Pass B), Cambridge University, 2010

Masters in English Language Teaching, American University of Armenia, 2009–2011)

### COUNTRY EXPERIENCE

Armenia

### LANGUAGES

Armenian	mother tongue
English	excellent

### KEY SKILLS

Leadership, communication and negotiation. Training and facilitation, analytical, problem-solving and research skills, finance and resources management

## RELEVANT EXPERIENCE

### ELT Projects Manager, British Council Armenia, 2014 to present

Responsible for leading on the design, content development, development of delivery-team and delivery of donor-funded and full-cost recovery projects. Manages relationships with key stakeholders, including Government, community governors, business partners and the public sector). Also responsible for monitoring and evaluation of projects' impacts and outcomes. Has managed the following flagship projects:

- 2018–2019: CSSF EaP programme, *Towards Stability and Prosperity: Improving English Language Skills for Isolated Communities in the South Caucasus, Moldova and Belarus* project.
- 2018–2019: *English and Employability Skills for Career Development*.



- 2017–2018: CSSF programme, *Enhancing Stability and Prosperity in the Russian Neighbourhood Countries*.
- 2017–2018: *Future Generation Change: Developing English and Social Entrepreneurship Skills of School Students*.
- 2016 to present: FCR *IELTS Public Teaching Operations* in Armenia.
- 2016–2018: *Empowering Rural Teachers and Learners: Partnership with Children of Armenia Fund*.
- 2014–2016: FCR *Future Generation for Change English Summer Camps*.

#### **MEMBERSHIP OF PROFESSIONAL BODIES**

- Chartered Management Institute
  - International Association of Teachers of English as a Foreign Language
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## **NARGIZ HUSEYNOVA**

### **PROPOSED POSITION**

English Programmes Manager

### **PROFILE**

Over 14 years' experience of administering and implementing education programmes in Azerbaijan. Has built close relationships with both private sector and non-governmental organisations, government ministries and embassies to further educational development in Azerbaijan. In-depth knowledge of planning and monitoring of programmes and budgets. Highly experienced in carrying out feasibility studies, situation analysis and needs assessments. In-depth knowledge of the Formal Education Policy in Azerbaijan.

### **CURRENT POSITION**

English and Education Manager, British Council Azerbaijan

### **NATIONALITY**

Azerbaijani

### **QUALIFICATIONS**

MSc Educational Leadership/Administration, Minnesota State University, 2007–2009

Bachelor's Degree, International Relations, Baku State University, 2000–2004

One-year study in Diplomacy, American University in Baku, 1999–2000

### **COUNTRY EXPERIENCE**

Azerbaijan

### **LANGUAGES**

Azerbaijani            mother tongue  
English                excellent

### **KEY SKILLS**

Administration and implementation of education programmes, relationship-building, planning and M&E of programmes and budgets, carrying out feasibility studies, situation analysis and needs assessments, programme reporting

## **RELEVANT EXPERIENCE**

### **English and Education Manager, British Council Azerbaijan, Baku, Azerbaijan, Apr 2018 to present**

- Delivering projects through effective management of key relationships in education.
  - Managing the British Council Azerbaijan's English and education portfolio, growing business in education and developing new customer-facing services.
  - Designing English and education programmes
  - Ensuring income generation through partnership programmes.
  - Pursuing and negotiating partnerships with a range of partners, including international organisations, businesses, foundations, non-governmental organisations and state institutions, to increase the British Council presence and impact in Azerbaijan.
  - Developing links and collaboration between institutions in Azerbaijan and the UK, including encouraging joint/double degrees, recognition of qualifications, exchanges, joint teaching programmes, etc.
  - Managing exploratory grants provided to universities to develop co-operation in teaching and learning.
  - Putting monitoring and evaluation plans in place for all programmes.
  - Planning and monitoring of budgets.
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### **Education Manager, British Council Azerbaijan Baku, Azerbaijan, Nov 2013 – Apr 2018**

- Managed the British Council Azerbaijan education portfolio, grew business in education and developed new customer-facing services.
- Pursued and negotiated partnerships with a range of partners, including international organisations, businesses, foundations, non-governmental organisations and state institutions, to increase the British Council presence and impact in Azerbaijan.
- Developed links and collaboration between HE institutions in Azerbaijan and the UK, including encouraging joint/double degrees, recognition of qualifications, exchanges, joint teaching programmes, etc.

### **National Education Adviser, SOS Children Villages Association Baku, Azerbaijan, Sept 2011 – Oct 2013**

- Co-ordinated National Association (NA) in the development of education interventions and programme proposals, including guidance in carrying out comprehensive feasibility studies, situation analysis, needs assessments and evaluating them according to the Formal Education Policy.
- Ensured effective development, administration and evaluation of national education interventions.
- Monitored progress of ongoing education interventions in NA.
- Developed national educational plans and co-ordinated development and annual review of education programmes' plans.
- Supported the organisation of training, network meetings and working groups in NA.
- Built partnerships at a national and international level with other organisations and government authorities working on issues related to children's right to quality education.

### **Education Programmes Division Officer, IREX Baku, Azerbaijan, Dec 2009 – Sept 2011**

- Administrator on Muskie and Global Ugrad Programmes in Azerbaijan.
- Administered implementation of Alumni Small Grants, grants budgets and their reporting.
- Planned and implemented logistics and participants' recruitment, selection, pre-departure orientation and travel.
- Developed and monitored programme budgets, supervised and trained employees and assisted in proposal design and development.
- Collaborated with various ministries and the US Embassy in Azerbaijan on programme administration issues.
- Maintained public relations of IREX and represented the organisation in the media.

### **FLEX (Future Leaders Exchange) Programme Officer, American Councils ACCELS, Baku, Azerbaijan, Jun 2005 – Aug 2007**

- Responsible for organising public presentations and seminars, recruiting students for the programme, test administration, programme advertisements and public relations.
- Administered implementation of alumni grants, grants budgets and their reporting.
- Monitored programme budgeting, annual programme plans, prepared reports and organised and conducted training for programme finalists.
- Collaborated with the Ministry of Education and the US Embassy in Azerbaijan on programme administration and visa issues.

### **FLEX (Future Leaders Exchange) Programme Alumni Co-ordinator, American Councils ACTR/ACCELS, Baku, Azerbaijan, Oct 2004 – May 2005**

- Provided co-ordination for FLEX programme alumni as they planned and executed alumni activities.
  - Worked with alumni to develop proposals and budgets for alumni projects and to submit these proposals to the Hub Director and Eurasia FLEX Alumni Co-ordinator.
  - Organised monthly alumni meetings and events.
  - Assisted the Programme Hub Director to develop the annual activities calendar, based on alumni interests.
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## **CHANAN RAFAEL GOLUB**

### **PROPOSED POSITION**

Junior Consultant Resources

### **PROFILE**

15 years' experience of financial management, including proactive participation in the development of business plans and objectives and commercial strategies. In-depth knowledge of the donor landscape and financial implications of different contract types and service offerings. Experienced in contract pricing modelling to recover direct and indirect costs and capacity-building of financial and commercial awareness in the region. Skilled in financial risk assessment, pricing support, financial reporting and analysis and approval, as well as income–cost analysis. Has provided oversight of internal and external audits relating to commercial contracts and a rolling review of programme financial performance. In-depth knowledge of creating and managing internal control procedures and policies concerning income, receivables, payables, expenditure and payroll. Has experience of evaluating the provision of professional, cost-effective and quality services for the maintenance of plant, buildings, equipment and assets and ensuring compliance with corporate requirements and local legislation, including local labour legislation. Extensive experience of managing and evaluating payroll cycle and budget–actual variance.

### **RELEVANT EXPERIENCE**

#### **Regional Commercial Finance Manager and Temporary Cover Financial Controller, British Council, Tel Aviv, Israel Sept 2017 to present**

Provides financial leadership, focussed on delivering a sustainable and commercially successful contracts business, working closely with the regional leadership team to provide commercial insights and management information to support decision-making. Ensures a complete and accurate costing model is behind each proposal and that independent objective finance expertise is provided throughout the development of all types of contract proposal. Delivers surplus in the contracts business, ensuring that pricing is appropriate and value-for-money is delivered through cost control. Accountable for ensuring contracts make sound financial sense and provides recommendations to Regional Director and SBUs regarding financial viability and robustness of contracts and reviews the contract portfolio across the region, ensuring that there is a balance of risk and return.

### **CURRENT POSITION**

Regional Commercial Finance  
Manager, British Council

### **NATIONALITY**

Israeli-American

### **QUALIFICATIONS**

Bachelor of Accountancy, The  
George Washington University,  
2000–2003

Master's in Business  
Administration, Bar Ilan University,  
2015–2016

### **COUNTRY EXPERIENCE**

Israel

### **LANGUAGES**

Hebrew	mother tongue
English	excellent

### **KEY SKILLS**

Costing modelling, financial  
management, financial reporting,  
financial auditing, compliance  
assurance



**Head of Business Support Services and Finance, British Council, Tel Aviv, Israel, Sept 2013 – Sept 2017**

Provided strategic leadership and day-to-day management of the Israel finance function, ensuring an efficient, secure and controlled financial environment, compliant with both local and corporate standards. Provided strategic advice, ensuring compliancy with all local labour laws and that HR decisions met long-term needs. Ensured that other in-house and external support services were delivered to a high standard, including the effective and efficient management of facilities, information technology and both knowledge and premises management. Managed the financial operation of both full-cost recovery and grant-based operations.

**Senior Associate, Global Transaction Services, Citi Private Equity Services, New York, USA, Jun 2008 – Jul 2013**

Responsible for providing and managing the daily accounting and reporting function for private equity funds and their related management companies. Specific responsibilities included:

- Reviewed and prepared monthly, quarterly and year-end financial statements, including financial highlights, internal rate of return, etc. and the financial statement support package, which included capital call/distribution, cash reporting, investment, tax reporting, expenses, partners allocation schedules, waterfall and carry schedules and journal entries.
- Reviewed and prepared schedules and memos for complex accounting issues, including fair value, business combinations, variable interest entities.
- Reviewed and prepared monthly client cash reporting, client budget and time management analyses and marketing analyses.
- Co-ordinated and assisted in the external auditor review of client financial information and prepared client statements for Real Estate Investment Trust audit on a \$978m property investment.
- Developed and reviewed IFRS tax deferred work papers and supervised and reviewed team members' workpapers.

**Senior Audit Associate, Financial Services Practice, PricewaterhouseCoopers LLP, New York, USA, Jan 2004 – May 2008**

- Performed audits and reviews of public entities in the hedge fund, broker/dealer, banking industries from start to finish, which included planning, executing, directing and completing engagements while managing to budget.
  - Documented, analysed and tested the design and operating effectiveness of internal controls for SOX 404 compliance and planning audit procedures.
  - Communicated process improvement opportunities to client audit committees through identification of control/process deficiencies and recommendation of best practices for remediation.
  - Reviewed client-prepared documents, including SEC Forms 10-K, 10-Q, 8-K and comfort letters, for compliance with applicable SEC rules and 15c3-1 and 15c3-3 regulations.
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## EINAR ILIYEV

### PROPOSED POSITION

Junior Consultant Marketing and Communication

### PROFILE

Seven years' experience in marketing management, with excellent communication and copywriting skills and a track record in customer and stakeholder management in both B2B and B2C marketing. Managed large (80+ persons) and diverse teams across different countries, led engagement-driven marketing efforts across a range of projects and involving diverse groups of stakeholders. Led several initiatives on diversity, holistic education, child protection, and skills development in the last four years. In-depth knowledge of marketing automation: MailChimp and Campaign Monitor, Mail Merge, Social Media Management, Livestreaming, Google Analytics, Google Ads, Facebook Business. Skilled in creative applications: Adobe Creative Cloud, Sketch, etc.; and web development:

HTML/CSS/jQuery/jQuery UI/Xcode/  
Android Studio/CMS, Joomla, Wordpress,  
Drupal.

### CURRENT POSITION

Marketing Manager, British Council

### NATIONALITY

Azerbaijani

### QUALIFICATIONS

Master of Philosophy in History,  
University of Bristol, 2013–2014

Bachelor of Arts in History,  
University of Bristol, 2009–2012

### COUNTRY EXPERIENCE

Armenia, Azerbaijan, Georgia

### LANGUAGES

Azerbaijani	good
English	native-level
Russian	mother tongue
Turkish	good
Hebrew	intermediate

### KEY SKILLS

Communication, Leadership,  
Technical and Creative skills, Web  
Development

## RELEVANT EXPERIENCE

### Marketing Manager, South Caucasus Cluster, British Council, 2018 to present

Marketing Lead for the South Caucasus cluster (Armenia, Azerbaijan, Georgia), leads marketing efforts as part of British Council Azerbaijan Leadership Team, British Council Azerbaijan EDI (Equality, Diversity, Inclusion) Team and regional Brand Champion for the British Council. Leads the marketing planning and delivery for projects/programmes, including:

- 2018–2019: *CSSF English Clubs programme: Improving English Language Skills for Isolated Communities in the South Caucasus*, Moldova and Belarus.
- 2018 to present: *Creative Spark: Higher Education Enterprise* programme, South Caucasus.
- 2018 to present: *Unlimited: Making the Right Moves*, an arts and disability programme bringing together abled and disabled artists in a series of performances, workshops, etc. in Wider Europe.
- 2018 to present: *IELTS examinations delivery* (B2C).
- 2018: *Study UK Alumni Awards* in Azerbaijan.



### **Head of Communications, The International School of Azerbaijan, 2016–2018**

Responsible for managing all external and internal communications and activities, maintaining marketing plans, digital and marketing budgets, branding strategy. Introduced the use of social media technologies and live event coverage. Main achievements were:

- 2017–2018: Integration of communications and organisation narrative/strategy into teaching and learning activities, making learning visible.
- 2016–2018: Development of new digital tools: mass email, new website, social media technologies, school learning portfolios and after-school activity platforms.
- 2017–2018: Developing and implementing child protection and wellness procedures.
- 2016–2017: Co-developing school admissions & marketing strategy for 2016–2020.

### **Communications and Marketing Consultant, Central and Eastern European Schools Association (CEESA), 2017–2018**

Contributed to the overall marketing vision and strategy, consulting over 20 member IB World Schools from 18 countries on digital communications and event management.

### **Senior Consultant, Marketing Management, Baku 2017 Islamic Games, 2017 and Venue Marketing Manager, Baku 2015 European Games, 2015**

Led over 80 employees across both projects to deliver marketing, branding, and accreditation services for Baku 2015 and 2017 venues, managing media relationships locally and abroad.

### **Marketing Specialist, Swire Pacific Offshore Ltd., 2012–2013**

Developed materials for contract negotiations with energy giants (BG, Cairn, Saudi Aramco) with direct responsibility over company publications, promos and digital activities. In addition, received SPO's partnership scheme and scholarship for BA studies.

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