

Ana Botelho de Azevedo



“Motivated education professional with over 10 years’ experience in management in Education and Capacity Building at International and local levels working with NGOs, national government and international organisations (UNICEF, UNDP, European Commission and Council of Europe). Acquired an intercultural experience through working in Asia, Africa and Europe in the fields of Education, Decentralisation, Elections and Governance, Capacity Building, Citizenship and Participation, Youth and Inclusion, Human Rights, Lifelong Learning and Problem-based Learning.”

www.linkedin.com/in/anazevedo

Nationality	Portuguese	Languages	Native speaker: Portuguese
Email	anazevedo1@gmail.com		Fluent: English (IELTS), Spanish
Phone	+351 962960240		Intermediate: French, Creole, Tetum

Summary of qualifications

1. Coordination of education programmes held by UNICEF in whole South Madagascar;
2. Management of international cooperation programmes;
3. Peacekeeping experience in the field (UNMIT, United Nations Integration Mission to East Timor);
4. Elections and governance: preparing the electoral process in post conflict areas;
5. Supervision of capacity building programmes of training of teachers, Trainer of teachers on Intercultural Dialogue and immigration in a hosting country;
6. Intercultural awareness, resilience and capacity to work and to communicate effectively with people from all backgrounds;
7. Expert Course in Rapid Co-operation and Assistance for Conflict Prevention Operations, Crisis Management and Post-Conflict Rehabilitation;
8. Postgraduate degree in Globalisation, Multiculturalism and Social Exclusion, Degree in Education.
9. Volunteer at the Red Cross (Singapore), Scouts (Portugal), language teaching (East Timor), capacity building in gender equity (Guinea Bissau).

Professional experience

Regional Education Advisor, UNICEF Madagascar, 5/2013 – present moment

- **Programme management, coordination and implementation:** Managed allocation and disbursement of programme funds, ensuring that funds are properly coordinated, monitored and liquidated and take appropriate actions to optimize use of programme funds in a timely fashion.
- **Capacity Building:** Coached 7 – 10 ATRs (local focal points) in their respective roles through a mixture of 1-1 and group support, using the existing ATRs as necessary.
- **Monitoring and evaluation:** ensured that activities supported by EU and Norway funds are implemented effectively in the 7-10 regions.
- **Results based approach:** Ensured viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women, and recommendations on programme new initiatives and management issues to ensure achievement of stated objectives.
- **Accountability:** Coordinated with Operations and Supply staff on supply and non-supply assistance activities ensuring proper and timely UNICEF and Government and all other implementing partners accountability.

Capacity Building Officer, United Nations Peacekeeping Mission in East Timor (UNMIT), 8/2012 - 11/2012

- Conducted staff development at the Integrated Mission Training Centre National Staff Capacity Building Programme (NSCBP).
- Prepared and delivered capacity building training services and programmes which meet organizational and individual needs to achieve the mission mandate.
- Analysed and identified civilian training and staff development needs; designed and implemented learning programmes aimed at enhancing leadership and managerial competencies, upgrading substantive and technical skills of staff and the evaluation of programme performance. Prepared teaching and self-study materials.
- Liaised with local Ministries. Undertaken project management and administrative tasks necessary for the success of the National Staff Capacity Building Program.
- Coordinated activities with the Senior Adviser for Capacity Building, the Coordinator of the Portuguese Language Program, and other colleagues. Worked in the National Professional Transcript Project of UNMIT.

Electoral Advisor, United Nations Peacekeeping Mission in East Timor (UNMIT), Dili, 6/2012 – 8/2012

- Focal point for the Parliamentary elections in the region of Baucau.

- Coordinated the publication on the parliamentary and presidential elections 2012 edited by STAE (Electoral Technical Secretariat Administration in East Timor).
- Processed the electoral complaints presented to CNE (National Electoral Commission).
- Compiled electoral related information to produce UNEST monthly newsletter and weekly reports.
- Provided support to the Electoral UN Volunteers in the districts. Worked in closely with the other UNEST electoral advisers and served as a contact point with the headquarters. Provided continuous advice and guidance to Electoral UN Volunteers with respect to operations and logistic, processes and practices.
- Managed and updated the operational plan including delivery, retrieval, deployment and communications Updated the Emergency Evacuation database for the district staff.
- Assisted the CNE districts' national counterpart in monitoring all electoral preparations, implementation and electoral activities for the district polling centres.
- Ensured that the international principles on elections are fulfilled during the electoral process at district level. Wrote periodical reports and Situational Reports on districts.

Electoral Advisor, United Nations Peacekeeping Mission in East Timor (UNMIT), Liquica, 7/2011 –12/2011

- Advised and assisted UN Electoral Support Team (UNEST) and National Electoral Commission (CNE) monitor the 2012 National Elections. Provided technical support and monitoring of the voter registration process and education programme.
- Assisted in revising the legislation for the presidential and parliamentary elections 2012.
- Capacity building of the CNE national counterparts, enabling them to provide efficient and effective logistics support to CNE personnel in the field. Accompanied CNE counterparts on logistic reconnaissance missions to various locations in the field in order to monitor the logistics' support status/improvement.
- Reported to the CNE Electoral Management Adviser Operational Adviser on the implementation of electoral, operational, logistical and strategic plans in Liquiça district. Supported CNE in the implementation of the civic education and public information campaign.
- Assisted CNE Civic Education Adviser in management, coordination and implementation of the civic education and public information campaign.

Policy Officer, European Commission, Brussels, Belgium, 3/2011 – 7/2011

- Assignment to the School Policy Unit (DGEAC): prepared research and background documentation for the High Level Group on Literacy; prepared a cross-European overview of data available on literacy in Europe.
- Prepared the content of the thematic workshops using the Open Method of Coordination. Consolidated the educational policy reports from member countries. Revised and provided feedback on calls for tenders.
- Supported the National Agencies' Comenius and Grundvik meetings and their follow-up. Contributed to the meeting and the working groups on the Assessment of Key Competences, Literacy, Early School leaving and Migration.

- Drafted speeches and reports. Compiled and coordinated the Compendium publication, gathering the summaries of 200 projects organised by member countries and subsidised by the European Commission.
- Participated in meetings of the Education Council, Education Committee and the Committee on Culture and Education in the European Parliament. Accompanied the European Union decision making process in education.

Education Supervisor, Portuguese International Cooperation, Guinea-Bissau, 9/2010 – 12/2010

- Conducted pedagogical training of teachers and inspectors working in the Ministry of Education of Guinea-Bissau.
- Liaised with the Ministry of Education in Bissau the pedagogical activities and annual programme planning. Liaised with local NGOs working in education to identify the educational needs in the region.
- Prepared the pedagogical program and materials for teacher training programmes. Tutored 20 teachers of teachers in class preparation observed the classes and provided feedback on the results.
- Supervised weekly 20 teachers of teachers and monitored 40 teachers in the field. Reported resulting achievements.
- Provided guidance to local religious NGOs working in the field of Education to create capacity building modules for women: Literacy, entrepreneurship, domestic economy, health and child care.

Sociology Lecturer, Republic Polytechnic, Singapore, 9/2009 – 7/2010

- Co-managed the workshop for 30 International Asia-Europe Coaches: 'Culture, Politics and Power'.
- Tutored 15 final academic degree student projects.
- Jury of final academic dissertation of students. Supervised 6 students during their final semester traineeship programme work emersion in partner organisations.
- Responsible for Co-supervised the Youth Olympic Games (2010) Cultural and Education programme: organised workshops for 100 Youth Olympic international participants, managed the preparatory events.
- Created educational materials on the PBL methodology (Problem Based Learning – Problem solving process). Collaborated organising school events: Open house days, charity thematic events.
- Provided career guidance potential future students. Selected students to be accepted at school. Delivered classes, prepared exams and evaluated students.
- Prepared conferences, Open Day, seminars and other national and international activities organised at school.

Project Officer, Asia Europe Foundation, Singapore, 11/2008 – 8/2009

- Managed the Asia-Europe educational programmes/activities: 'Migration and Multicultural Societies in South Korea' (partnership with Woosuk University).

- Co-managed the 'Asia-Europe Training for Youth Leaders' in partnership with the Council of Europe, Hungary both with a 150.000 euro project budget. Organised the whole logistics for the projects (proposal, contacts with the partner organization, selection of participants and speakers, visas, accommodation, programme, reports).
- Prepared and negotiated a Memorandum of Understanding with partner organisations.
- Provided technical assistance on designing the project planning in the Education and Youth department. Represented the Foundation in meetings with partner organisations. Reviewed memorandum of understanding.
- Developed and delivered training for the projects: capacity building of participants from Asia and Europe. Prepared and compiled final reports and database management.
- Created networks with partner institutions. Contributed to the development of the political strategy of the Education and Youth department (2 year timeframe). Consolidated the final political recommendations drafted by participants attending the activities to address to the 49 member states of the Foundation. Supervised and guided the interns and volunteers working in the foundation.

Sociology Teacher, Open University, Portugal, 7/2008 – 3/2009

- Prepared the classes and materials for the discipline of sociology to the web page of the University.
- Managed the access of students to all the materials of distance learning. Online tutored 100 students, corrected tests and final exams. Managed online classes through Moodle.
- Motivated students, provided independent study guidance, clarified questions and moderated the forum with questions and learning suggestions.
- Defined the objectives to be achieved and monitored results. Corrected the final exams paper and final grades (B-learning methods: in presence and online).
- Combined Distance learning Courses and Adult Education with pedagogical methodologies.

Teacher / Vocational trainer, Employment Institute and Vocational Training, Portugal, 1/2007 – 11/2008

- Teacher in a second opportunity school for young adults: Created the semester programme for the disciplines 'Culture, language and communication' and 'Civic Education' in the framework of the lifelong learning certification (educational portfolio) for youth and adults.
- Advised on the available options for early school leavers willing to pursue higher education. Counselling young people from a disadvantaged background. Prepared educational materials.
- Supervised students on the transfer of their life experiences to an academic certification portfolio. Evaluated and rated students' life learning portfolios.
- Identified and communicated situations of gender violence to the social services. Provided support and identified alternatives for students at risk of drop out: namely young juveniles, women with a domestic violence history, early school leaver adults that return to school.

Trainer of Trainers and Teachers, High Commission for Immigration and Intercultural Dialogue, Portugal, 1/2006 – 11/2008

- Conducted Training for trainers and teachers on intercultural pedagogy. Contributed to the construction of the education modules: 'Intercultural Education', 'Shelter and Welcoming' and 'Myths and Facts about Immigration'.
- Prepared information sessions for immigrant organisations in public and private institutions in Portugal. Piloted diagnostic field visits to the underprivileged areas of the city for social and educational support.
- Accompanied awareness raising sessions on inter-religious and inter-cultural dialogue, immigrant inclusion, immigration law and services available for immigrants. Supervised and trained the new trainers.
- Acted Official representative of the High Commission during presentations, debates and conferences.

Researcher, University of Algarve, National Archive of Traditional Folktales, Centre of Studies Ataíde Oliveira, Portugal, 7/2002 –12/2004

- Organised and prepared the one year field research on Tales and Legends - collection of traditions in north remote rural areas. Identified and contacted the partner organisations interested in cooperating with the project (libraries, music and youth groups).
- Compiled over 500 compositions of field research material in Portugal and overseas.
- Managed a budget of Euro 50.000. Co-supervised the research team. Presented the results in conferences and academia. Edited and transcribed the collected audio materials. Organised and compiled part of the national archive under the supervision of the Professor Dr. Isabel Cardigos.
- Project management (proposal presentation, field work, analysis, budget) and planned the national and international field work, transcription.
- Contributed in the pioneer research of Urban Legends in Portugal with Professor Dr. Dias Marques.

Education

Globalisation, Multiculturalism and Social Exclusion: development, social policies, social work. Migrations. Advanced Studies Diploma (DEA: Diploma de Estudios Avanzados). Main disciplines: Integration, policy and development. **Faculty of Sociology and Social Work, Universidad of Huelva, Spain, 2004 – 2006.**

Degree in Language and Modern Literature, Portuguese Studies. (Included one semester studies and research in Montreal, Canada). Main disciplines: History, Portuguese Culture and Language, Romanic studies, Education. **Faculty of Social and Human Sciences, University of Algarve, Portugal, 1998 – 2003.**

Expert

Expert in Rapid Co-operation and Assistance for Conflict Prevention Operations, Crisis Management and Post-Conflict Rehabilitation (REACT), April-June 2012. Helsinki España, certified by the School of Law of the Complutense University of Madrid and recognized by the Peace Operations Training Institute (United Nations), Madrid, Spain.

UNICEF Roster of Education in Emergencies, since 2011.

Consultant Experience

Senior Education Advisor / Trainer / Facilitator, 2007–2013

Prepared, designed, developed and delivered the pedagogical programme for the residential trainings involving around 30 participants from various countries. **Certificated trainer by: Council of Europe; SALTO; European Youth Forum (2006/8); Portuguese National Youth Council (2006/8); High Commission for Immigration and Intercultural Dialogue (2006/9).**

- **Youth Peace Ambassadors**, consolidation training course, Council of Europe, Andorra, 16-10 April 2013.
- **Occupy Peace Online**, Study session organised by the Council of Europe, Strasbourg, 27Jan-2 Feb 2013.
- **Public Health and Vulnerable Groups**, 16 ASEF University Asia-Europe Foundation and Medical University of Lodz, July 2010, Poland.
- **Criteria and indicators for intercultural dialogue in non-formal education activities (part of the team)**, Council of Europe, May 2012, Budapest.
- **Cultural Diversity and Migration**, SALTO, March 2009, Italy.
- **European Youth Event**, European Commission, November 2008, Belgium.
- **The Value of Difference in Media**, SALTO, October 2008, Slovenia.
- **19th International Youth Forum**, Asia-Europe Foundation, July 2008, South Korea.
- **5th Africa-Europe**, North-South Centre of the Council of Europe, June 2008, Portugal.
- **Non-formal Education in Foreign Language Teaching**, School of Applied Linguistic, May 2008, Zurich, Switzerland.
- **Seminar vote@16**, European Youth Forum, December 2007, Denmark.
- **European Presidency Youth Event**, National Youth Council, September 2007, Portugal.
- **Africa-Europe Youth Summit** (national and European consultation), North-South Centre of the Council of Europe, May and July 2007, Portugal and France.

Community Service

- **United Nations, Portuguese Teacher**, East-Timor, 2011: Training for the district public administration officer's in Liquiça.

- **Empowerment of Young Women, capacity building**, Guinea-Bissau, 2010: transforming the theoretical knowledge of their Literacy (alphabetization) programme into practice in their daily life.
- **Singaporean Red Cross, Trainer, Singapore**, 2010: Training in non-formal education and intercultural dialogue to the adult volunteer division. Identify possible partners, cooperation in raising awareness campaigns.
- **Vice-president the Algarve University Student Union**, Portugal, 2001–2002: decision making of the students union, liaise with the Faculty of Humanities and Social Sciences.
- **Scout**, Portugal, 1990-1994: Fundraising activities, intergenerational encounters, leader of the youth group, organise environmental initiatives as cleaning of beaches and forest, organisation of activities supporting orphan children.

Research

'The access to health care from the African and Brazilian immigrant communities', Faculty of Medicine, Lisbon: Preventive Medicine Institute, High Commission for Health. Field research, identification, questionnaire, field work, data analysis, 2007.

'Velhas Palavras, Novas Leituras' (Old words, new readings), Association of Municipalities Terras de Santa Maria – CCDRN, European Fund for Local Development, Co-responsible of the field work, organisation and selection for a collection of 512 traditional tales in Terras de Santa Maria, 2004–5.

'The Portuguese community of first generation living in Canada', Montreal, in the framework of the graduation thesis presented to the Algarve University, Field work, participant observation and integration in the community, data analysis, interview, analysis and presentation of the results, 2001.

Publications

- Coordinator: Timor-Leste, General Elections 2012, Electoral Administration Secretariat in East Timor, Parliamentary and Presidential elections.
- Co-author: **'Exploring quality in cultural diversity training'**, diverse practices, SALTO – Youth Cultural Diversity Resource Centre, 2007, (www.saltoyouth.net/download/1458/website%20quidt.pdf).
- Co-author: **'African and African Descendants Migratory Movements'** in actas of the I International Congress Africa-Occident, 14–16 November 2007, Huelva, Spain.
- Contribution: **Catalogue of Portuguese Folktales** (collaboration), Suomalainen Tiedeakatemia, Academia Scientiarum Fennica, Helsinki, Finland, 2006, ISBN: 951-41-0999-6.
- Author: **Traditional Tales of Entre Douro e Vouga Region: Project Old Words, New Readings**, Association of Municipalities of Terras de Santa Maria, Coordination and Development Committee of North Regional, European Union. Legal Deposit: 241386/06.

- Co-author: **'Health and Immigration: sociological approach'**, coord: José Andrés Domínguez Gómez, actas of the VIII National Congress of Sociology in Alicante, Spain: Health, Legal Deposit: B-40650-2004.

Conferences

- **'African and African Descendants Migratory Movements'** presented in the I International Congress Africa-Occident, organised by FECONS (Fundación Europea para la Cooperación Norte-Sur), 14–16 November 2007, Huelva, Spain.
- **'Pathways and Aspirations of Young People in Professional Education in Portugal, a study case'**, presented in the Youth research seminar on equal opportunities for all organised by Council of Europe in partnership with the European Commission, 7–9 November 2007, Budapest.
- **'Immigration and Health, sociological approach'**, (collaboration) 26 September 2004, VIII National Congress of Sociology in Alicante, Spain.

Awards, Commendations and Honours

- Recognition of Service, United Nations Electoral Support Team – East Timor, 2012.
- Recognition of Service, United Nations Volunteers, East Timor, 2011.
- Honour Cum Laude thesis presented to the University of Huelva, 2006.
- Study Scholarship for Best Students, University of Huelva, 2004.

Skills, licenses, memberships

Computer skills	Microsoft Office (Outlook, Word, Excel), online research , basic knowledge of SPSS and Access
Driving licenses	EU car license (B) United Nations drivers permit (UNMIT) : defensive driving, river crossing, 4x4, mountain off road
Prof. Memberships	SOCIUS – Research Centre in Economic and Organisational Sociology , Lisbon, since 2008