

PERSONAL INFORMATION

Silva Ohri Mitro

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Sex Female | Date of birth 07/10/1966 | Nationalities Italian and Albanian

SUMMARY

An enthusiastic, confident and reliable woman professional who has high **expertise in international networking, designing and managing complex EU funded** research projects and **international programmes** of global reach in academic, non-profit and international settings.

She has **consolidated experience in strategy development and implementation**, in organizing and delivering **international conferences& trainings, communication /capitalization activities** and possesses a forward-thinking approach to the management of projects and programmes..

She has a long track record of ensuring **projects are delivered to the highest quality, within budget** by effectively organising, managing and utilising all resources.

Thanks to her **excellent interpersonal skills** she is able to elicit cooperation from a wide variety of sources, including senior management, funding bodies, other departments and international partners. She takes direction well and works hard to manage stakeholder expectations.

WORK EXPERIENCE

January 2016 –December 2019

Head of International Relations and Grants Management Office

Veneto Institute of Oncology- Comprehensive Cancer Center, Italy

- Managing the international relations of the organization and leading the overall design, management and coordination of the EU funded and other international & national projects
- Designing and implementing the international relations strategy
- Coordinating the proposal development process. and offering technical assistance/advice and guidance on project design
- Liaising with the funding bodies and project partners, including academic institutions.
- Coordinating, planning and monitoring of the project activities (including research) and communication plans.
- Supervising preparation of technical/scientificand financial reports required by the funding bodies.
- Managing project financial resources and contract amendments.
- Setting up project management procedures and ensuring that they match with the requirements set by the funding bodies..
- Coordinating and overseeing research activities
- Liaising with international partner organizations/networks
- Managing and negotiating funding contracts
- Supervising the identification of funding opportunities and their dissemination among the researchers
- Negotiating funding/subsidy contracts and partnership agreements with particular attention on intellectual property

August 2016 – March 2019

Padova Hospital- University of Padova

Project manager

- " Managing at the local level "European clinical study for the application of regenerative heart valves " (ESPOIR (FP7) & ARSIE(Horizon2020) projects
- Developing and implementing the communication and dissemination plan

January 2013 – December 2015

Programme Coordinator (Executive Director)

International Association for Ambulatory Surgery, Belgium

Coordinating programme and evaluation strategy planning and implementation. Ensuring effective programme management and dissemination activities, compliance with internal management procedures and donors requirements, project design, timely reporting and ensuring the financial viability of the organization:

- Leading the preparation of the strategic and annual work plans of the association.
- Coordinating the programme and strategy implementation process.
- Preparing provisional budgets and managing the approved annual budget, in strong collaboration with treasurer of the association .
- Preparing the necessary technical and financial reports for the donors (including EU Commission).
- Identifying funding bodies and coordinating the proposal development process (Horizon 2020, Public health Programme, COST etc).
- Liaising with the funding bodies and collaborating partner institutions such as universities, international organizations, similar associations and European Commission.
- Preparing and implementing the communication strategy.
- Managing the procurement processes and handling the negotiations.
- Designing and guiding the implementation of the programme evaluation strategy

October 2009 - February 2014

EU funded projects manager

Local Health Authority nr. 10, Veneto Region, Italy

Leading the overall design, management and coordination of the EU funded projects (financed by DG SANCO/CHAFFEA, DG RESEARCH and DG EMPLOY, IPA ADRIATIC Programme):

- Coordinating the proposal development process.
- Liaising with the funding bodies and project partners, including academic institutions.
- Coordinating, planning and monitoring of the project activities (including research) and communication plans.
- Preparing technical and financial reports required by the funding bodies.
- Identifying staff needs, preparing job descriptions and participating in the selection process.
- Managing project financial resources and contract amendments.
- Setting up project management procedures and ensuring that they match with the requirements set by the funding bodies.
- Overseeing the procurement process of the various external services.
- **Coordinating, overseeing and implementing research activities.**

November 2006 – October 2009

EU funded projects manager

Istituto Zooprofilattico delle Venezie, Legnaro, (PD) Italy

Managed the portfolio of EU funded research projects with a total budget of about 8 million euros:

- Coordinating two research consortia and teams involved in other international projects.
- Liaising with the various international partners involved in the EU research projects.
- Coordinating the report preparation process.
- Coordinating project meetings and preparing related agenda and minutes.
- Setting up the international training programme and providing technical assistance in training curriculum development and evaluation.
- Monitoring financial resources and forecasting expenses.

July 2004 – November 2006

Head of the Consulting Agency “INSIEME” (free lance)

- Project design, evaluation and monitoring of international development projects.
- Management of cultural mediation services for public health care organizations.

August 1999 – August 2000
December 1998 – July 1999

Senior Health Officer

European Commission Humanitarian AID Office (ECHO),

Managing a portfolio of € 60 million including approximately 25 development and humanitarian projects, reaching an effective coordination with the international donor community: such as World Bank, UNICEF

- Developing the health sector funding strategy of Echo Albania.

- Coordinating the health sector interventions with other international donors.
- Evaluating project proposals and monitoring ongoing projects

December 1998 – July 1999 **Training Consultant Team Leader**
Albanian National Training and Technical Assistance Resource Centre/
(ANTARC,- an NGO organization)

Leading the assigned team in the preparation of professional training materials, publications, and other resources for all training and technical assistance organized and delivered by ANTTARC:

- Coordinating the team work in designing and implementing organizational strategic plans and specific detailed work plans.
- Liaising with NGOs, international organizations and donors.
- Developing professional training curricula, providing professional training on organizational development for NGOs and on-site technical assistance programmes.

October 1993 – September 1997p **Women in Development Officer**
United States Agency for International Development (USAID), Tirana, Albania

Overseeing a 3 million dollar portfolio related to reproductive health, health reform, etc and co-authoring Women in Development country strategy, contributing to the country strategy development process:

- Conducting research in specific areas, applying independent analysis and interpretation.
- Assisting in drafting substantive portions of USAID programme documentation to be used in major presentations to USAID Washington and/or the host government.
- Liaising with several government institutions as well as other international donor organizations.
- Co-authoring the “Women in Development Strategy” and monitoring its implementation.
- Liaising with the Albanian and international NGO community.
- Monitoring projects included in the assigned portfolio

October 1991 – September 1993 **Office Manager**
HOJEIJ GROUP, a private French trade company, Albania

Ensured the smooth running of the office. Making sure that all office systems are managed and maintained, including staff recruitment and payroll files, stationary log, petty cash:

- Established and managed the financial accounting and office filing system.
- Supervised a team of 15 people.
- Performed day-to-day management tasks.

October 1990 – September 1991 **Specialist in charge of foreign relations**
Prime Minister’s Office, Tirana, Albania
Committee for Environmental Protection & Committee for Foreign Economic Cooperation

Expanding international relations with counterpart government organizations and other agencies specialized in environmental issues and economic development:

- Co-authored the recommendations to the Council of Ministers for changes in the Albanian legislation on foreign investments.

Analysed other investment laws to be used as models in preparing the Albanian legislation on foreign investment.

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ADDITIONAL CONSULTING SERVICES

January – March 2012

Planning Consultant

International Association for Ambulatory Surgery, Belgium

- Conducted the organizational assessment and prepared the annual work plan for 2013

1998 – 2007

Training Consultant on human resources management

University of Montreal Project/International Health Department

- Prepared a training manual and other teaching materials on the strategic human resources management in health care.

- Delivered several courses to regional directors of public health and other mid-level health managers attending a post university certificate programme on health services management.
- Peer reviewed training materials of other colleagues.

2000 – 2006 **Project Management Consultant**

Associazione di Cooperazione allo Sviluppo, Padova, Italia (an Italian NGO)

- Led the project design and report writing related to activities in Albania.
- Completed the feasibility study on the digitalization of the civil status service of Tirana/Albania.

2002 – 2003 **Project Management Consultant**

University of Padova, Department of Environmental Medicine and Public Health

- Managed an EU funded research project.

2000 – 2001 **Evaluation and Management Consultant**

Centro Regionale per l'Intervento alla Cooperazione (CRIC) – an Italian NGO

- Monitored an ECHO funded project on “Establishing the biomedical equipment management system at the Maternity Hospital of Tirana”.
- Sensitized the MOH of Albania and the hospital administration on the importance of introducing a biomedical equipment management system and making relevant policy changes.
- Developed the manual of policy and procedures on biomedical equipment management and organized all the activities related to this process, with particular focus on change management.

January 1998 **Consultant**

Department of Health and Human Services (DHHS)/USAID

- Coordinated the visit to Tirana of the DHHS consultants on health administration, financing and materials management.
- Provided analysis and explanation of policies of the Albanian Ministry of Health, especially those relating to health care financing.

June – August 1998 **Consultant**

American International Health Alliance

- Directed the design of a course on health management to be introduced in the curricula of the Medical School, University of Tirana.
- Selected the materials for the resource centre at the Medical School, Tirana University.
- Advised the NYU project coordinator on the strategies to be followed for the establishment of a Master's programme on Health Management at the University of Tirana.

June 1997 **National Consultant**

UNFPA

- Prepared the UNFPA background document for the Project Review & Strategy Development Mission.

EDUCATION

February 2016 **Master in Integrazione Europea: Politiche e Programmi Comunitari**

December 2016 Dipartimento di Scienze Politiche e Giuridiche
Univeristà degli Studi i Padova

September 1998 **M.S. in Management**

New York University, New York, NY, USA
Robert F. Wagner Graduate School of Public Service

Relevant subjects: health policy analysis, health services management, community health, international development, financial management.

June 1989 **University Degree in French Language Teaching**

University of Tirana, Albania
School of Philology

Relevant subjects: translation, psychology.

June 2000 **Full law degree programme attended**

University of Tirana, Albania
School of Law

Relevant subjects: European law, administrative law, accounting, financial law, economics

TRAINING

- March-April 2020 *COVID 19: Tackling the novel coronavirus,*
London School of Hygiene and Tropical Medicine and
- April 2020 *Decreto cura Italia, il rilancio delle imprese,* GFL formazione
- December 2019 *Technology Transfer related to research activities - CORIS*
Regular training programmes on project design, intellectual property management and info day sessions on various funding programmes of the EU Commission.
- May 2016 *Horizon 2020 – il nuovo programma quadro in ricerca e innovazione: come scrivere una proposta di successo in Horizon 2020*
Agenzia per la Promozione della Ricerca Europea (APRE), Padova
- March 2016 *Public Health Programme, infoday,*
Italian Ministry of Health, Rome
- March 2016 *Financing Health Actions through EU Funding*
Europan Academy for Taxes, Economics & Law, Berlin- Germany
- February 2015 *Dissemination strategy*
Agenzia per la Promozione della Ricerca Europea (APRE)
- July 2014 *I programmi di finanziamento europei 2014-2020 nel quadro della ricerca, innovazione e salute pubblica: Horizon 2020 e 3rd European Health Programme 2014-2020 in sinergia con i Fondi strutturali. Architettura dei programmi , regole di partecipazione e gestione dei finanziamenti*
Azienda Ospedaliera di Padova
- April 2014 *Ricerca Trasazionale e progettazione Europea/Internazionale*
CRO Aviano
- April 2013 *Incontro con OSCE: la qualità dei servizi sanitari in europa e la spesa per la salute*
Ministero della Salute/OECD
- September 2012 *Corso sugli strumenti e sulle strategie per la progettazione e la gestione dei progetti in ambito sanitario*
Progetto Mattoni Internazionale
- June 2012 *Veneto per la Ricerca*
IOV
- September 2011 *Structural funds and health improvement, reflections to date and the way forward*
University of Liverpool
- May 2010 *The socio-economic determinants of health inequalities*
University of Perugia
- January 2008 *Project design & Project management in the VII Framework Program, APRE*
Area Science Park, Trieste, Italy
- August 2006 *Curriculum design workshop, Centre d'études et de formation en enseignement supérieur (CEFES)*
Université de Montreal
- November 2001 - May 2002 *6 – month Certificate Training programme on human resources management*
ASCOM/FSE
- January – February 1999 *Training of Trainers/Training of Consultants*
Organization for Rehabilitation through Training, USAID
- April 1999 *Internship Program on NGO development*
Organization for Rehabilitation through Training, USAID
- December 1998 *Retreat on NGO Development, Leadership and Strategic Planning*
Organization for Rehabilitation through Training, USAID
- January – May 1998 *Development Strategies for Central Eastern Europe*
New York University, USA
- May 1998 *Women and Management in Public Service*
New York University, USA
- June – July 1998 *Health Services Management,*
New York University, USA
- June – July 1998 *Health Economics*
New York University, USA
- October – November 1996 *Using Microcomputers to Produce a Gender Profile*

BUCEN(USA

LANGUAGES

Mother tongue

ITALIAN and ALBANIAN

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
ENGLISH	C1	C1	C1	C1	C1
FRENCH	C1	C1	C1	C1	C1
GREEK	A2	A1	A2	A1	A1

PERSONAL SKILLS

Excellent communication and interpersonal skills

Organisational / managerial skills

- Gained and consolidated through the long term experience as project manager, programme officer and training consultant involving constant communication with colleagues, stakeholders, public presentations at various conferences, facilitation of meetings.
- Leadership & **communication skills** developed through work experience in project and programme management requiring supervision and collaboration with the teams involved (responsible for direct supervision of 3-15 people and coordination of several teams). During the experience as trainer have had the opportunity to widely use leadership skills to motivate participants and encourage their active participation.
- Very strong analytical skills developed during the proposal development experiences requiring a good analysis and understanding of the funding bodies priorities and expectations.
- **Problem solving** and negotiation skills developed during the various professional experiences in various positions and contexts involving handling of emergency situations, difficulties related to programme implementation requiring negotiation with the political parties involved, criticalities related to project implementation involving negotiation with the partners involved.
- Time management has been a key skill that has allowed me to successfully manage a wide range of projects and meet contractual and operational deadlines.
- **Excellent networking skills** developed during the experience as manager of international projects.

Job-related skills

- Strategic planning skills acquired both through academic training and work as programme officer with USAID, ECHO and IAAS.
- **Consolidated financial management skills** gained both through academic training and long term experience on EU funded projects and programme management
- Human resources management gained both through academic and post university training on human resources management, long term experience as a trainer on human resources management and direct work experience in managing project teams.
- Good experience on quality management and accreditation programmes
- Consolidated experience in development and implementation of communication strategies and plans acquired thanks to the management of complex EU funded projects and management of international programmes
- Very sound knowledge of the logical framework approach and project and programme evaluation techniques.
- **Very sound knowledge of several EU Institutions and funding programmes** such as Horizon Europe, Third Public Health Programme, Central Europe, ADRION , MED, etc. and related regulations
- Good experience in qualitative research gained during the implementation of a series of research and public health projects.

Computer skills

- Very good command of Microsoft Office tools (word, outlook, excel, internet, power point) and digital communication tools.

Driving licence

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- Recent Publications**
- Footman K, **Mitro S**, Zanon D, Glonti K, Riso-Gill I, McKee M, Knai C. Dialysis services for tourists to the Veneto Region: a qualitative study. Journal of Renal Care. Dic. 2013.
 - Riso-Gill I, Kiasuwa R, Baeten R, Caldarelli I, **Mitro S**, Merriel A, Amadio G, McKee M, Legido-Quigley H. Exploring the scope of practice and training of Obstetricians and Gynaecologists in England, Italy and Belgium: a qualitative study. Eur J Obstet Gynecol Reprod Biol. 2014 Jun 28;180C:40-45.
- Honours and awards**
- FULBRIGHT SCHOLAR 1997-1998.
 - USAID mission award for superior performance.
 - USAID meritorious award
- Memberships**
- Board member of Regional Environmental Centre for Central and Eastern Europe, international organization.
 - Member of Action Plus – Albanian NGO involved on HIV prevention.
 - Member of student association on international development, NYU, USA.

References will be sent as required in the job ad.