

PERSONAL INFORMATION

**Marijan Dumančić, mag. iur.**

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Sex male | Date of birth 10/07/1978 | Nationality Croatian

PROGRAMME APPLIED FOR

Erasmus+ mobility programme for administrative staff

WORK EXPERIENCE

Oct. 2016. - present

HEAD OF PUBLIC PROCUREMENT COMMITTEE*Faculty of Law Osijek, Osijek, Croatia*

- Communication with suppliers and commercial entities
 - Application of relevant laws and regulations
 - Evaluation and selection of most favorable offers
- Business or sector:** Public procurement, Higher education

Nov. 2015 - present

HEAD OF OFFICE OF QUALITY ENHANCEMENT AND ASSURANCE IN HIGHER EDUCATION*Faculty of Law Osijek, Osijek, Croatia*

- Quality assurance and enhancement at the Faculty of Law Osijek
 - Member of and acting in Cooperation with the Faculty Committee for Quality
 - Cooperation with University Committee for Quality as well as internal and external stakeholders
 - Planning and execution of internal evaluation procedures, support for external evaluation procedures
 - Analysis of different quality of education indicators, unemployment numbers and similar
 - Providing support to other Faculty services as required
- Business or sector:** Quality Assurance, Higher education

2006 - 2007

VOLUNTEER WEB CONTENT MANAGER / SPORTS PHOTOGRAPHER*Osijek Football Club, Osijek, Croatia*

- Website content management
 - Sports photography
- Business or sector:** Sports, Information technology, Photography

Sep. 2005 – Nov. 2015

IT TECHNICIAN, IT SUPPORT PERSON*Faculty of Law Osijek, Osijek, Croatia*

- Installation and servicing of personal computer systems
 - Installation and maintenance of educational IT and multimedia systems
 - Installation and low level configuration and maintenance of computer networking systems
 - Website content management
 - Management of web, FTP and print services
 - User support and troubleshooting
- Business or sector:** Information technology, Higher education

Oct. 2003 – Aug. 2005

IT TECHNICIAN, COMPUTER EQUIPMENT SALES PERSON
Point LLC, Osijek, Croatia

- Sales, installation and servicing of personal computer systems
- Installation and maintenance of educational IT systems
- Installation and low level configuration and maintenance of computer networking systems
- Customer support and troubleshooting

Business or sector: Information technology

Oct. 2002 – Jan, 2003

IT TECHNICIAN, COMPUTER EQUIPMENT SALES PERSON
Abba LLC, Osijek, Croatia

- Sales, installation and servicing of personal computer systems
- Customer support and troubleshooting

Business or sector: Information technology

 1990s
(part time jobs)

VOLUNTEER SPORTS JOURNALIST
Students' Gazette, Osijek, Croatia

- Reports and interviews with persons of interest

Business or sector: Printed media - monthly magazine

CASE FILE CLERK
Davor Krtić, attorney at law, Osijek, Croatia

- Sorting and study of case files

Business or sector: Law

JUNIOR NEWS EDITOR
Slavonski radio, Osijek, Croatia

- Adaptation of news articles for radio broadcast

Business or sector: Electronic media - radio station

EDUCATION AND TRAINING

Apr. 2016 - present

**Postgraduate Law Studies “Human Rights”
in progress, Master of Laws**

EQF 7

Faculty of Law Osijek, Osijek, Croatia

Dec. 2016.

“Protection of individual rights in EU law”

2 ECTS

Jean Monnet Chair in EU law, Osijek, Croatia

Dec. 2014

**Graduate Law Studies
Magister Juris**

EQF 6

Faculty of Law Osijek, Osijek, Croatia

Aug. 2002

Basic and specialist military training
Armed forces of the Republic of Croatia, Airforce and Air defense branch

- Feb. 1999 **Court internship**
Municipal court in Osijek, Osijek, Croatia
- Jun. 1996 **High school graduate diploma**
III Gymnasium, Osijek, Croatia
- Jun. 1992 **Primary school education**
OŠ "Rade Končar", Osijek, Croatia
also attended classes at:
OŠ "Augustin Harambašić" Donji Miholjac, Croatia
Volksschule Neuhofen an der Krems, Austria

EQF 4

PERSONAL SKILLS

Mother tongue(s) Croatian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	B2	C1
German	A1	A2	A1	A1	A1
Serbian	C2	B2	C2	C1	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills ▪ good communication skills gained through various job requirements for current and previous positions held

Job-related skills In addition to skills gained through various job positions listed above, additional computer programming and English language skills acquired through high school, as shown:

- County programming competition for high school students, 2nd place, Osijek, Croatia 1994.
- County English language competition for high school students, 2nd place, Osijek, Croatia 1995.
- State English language competition for high school students, Rijeka, Croatia, 1995

Digital competence	SELF-ASSESSMENT				
	Information processing	Communication	Content creation	Safety	Problem solving
	Independent user	Proficient user	Independent user	Independent user	Independent user

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

- very good command of office suite (word processor, spread sheet, presentation software) through various job positions listed above
- very good command of PDF file tools (creation, editing)
- intermediate command of photo editing software gained through various job positions and as an amateur photographer

Driving licence Category B, since 1996

ADDITIONAL INFORMATION

Courses and Certifications

Course on the new Law on Public Procurement

Marker, IT and design trade, Požega, Croatia
Mar. 2017

Internal auditor certificate

Faculty of Economics & Business, Zagreb, Croatia
Apr. 2016

Course on personal bankruptcy and prevention of household debt

Student council of Faculty of Law Osijek, Osijek, Croatia
Feb. 2016

Course on ISO 9001:2015 revision

TÜV Croatia LLC, Zagreb, Croatia
Oct. 2015

School of Oratory diploma

Ministry of Education and Sports of Republic of Croatia, Phonetics department of the Croatian philological society, Mali Lošinj, Croatia
Nov. 1995

ANNEXES