

PERSONAL INFORMATION

Lilla Jakobs

+36 1 327 3132 +36 20 388 5673

jakobs1@ceu.edu

https://cps.ceu.edu/profiles/staff/lilla_jakobs
<http://hu.linkedin.com/in/lillajakobs>

Skype: lillaizabella

RELEVANT WORK
EXPERIENCE

2006 – ongoing

Senior Program Manager, Center for Policy Studies

Central European University, Budapest, Hungary, <http://cps.ceu.edu>

Business or sector

Institution of higher education

Focus: equality policies, intersectional inequalities, social inclusion, social justice, integration of vulnerable populations

Main activities and responsibilities:

- Head of the management team of an independent research center within CEU
- Liaison and collaboration with ca. 25 staff members of CPS, direct supervision of 3 management staff members and a number of interns
- Responsible for overseeing general operations, HR & finance related matters
- Implementation of innovative collaborative research programs, mobility schemes, individual fellowships, outreach and advocacy programs, and capacity building activities
- Currently overseeing and assisting with the implementation of 9 initiatives in a value of Over 2,8 million EUR
- Assisting with reviewing research progress, designing workplans for all projects and activities, progress monitoring, liaison with funding organizations
- Implementing ethical and data protection reviews of all initiatives
- designing and planning new research and fellowship programs, fundraising and proposal writing
- participation in online and offline publication production, dissemination, and outreach activities

2004 – 2006

Program Assistant, Center for Policy Studies

Central European University, Nador u. 9., 1051 Budapest, Hungary, <http://cps.ceu.edu>

Main activities and responsibilities: daily administration and financial management of collaborative research projects (EU 5th and 6th Framework Programs), compilation of funding reports, office administration, event organization, handling public lectures and conferences.

2004, 2005, 2006

Summer school course coordinator, Summer University office

Central European University, Nador u. 9., 1051 Budapest, Hungary, <http://summer.ceu.edu>

Main activities and responsibility for 5 courses during three summers: organization of teaching materials and e-learning site management, application and selection process of participants, liaison with students and teaching staff, daily administration of course activities and related financial matters.

1998 - 2001

Program Assistant / Coordinator, Department of Gender & Culture

Central European University, Nador u. 9., 1051 Budapest, Hungary, <http://cps.ceu.edu>

Main activities and responsibilities: organization of teaching materials and e-learning site management, handling of faculty matters (contracting, scheduling, travel, other), handling of MA and visiting student matters (application and selection process, student services and records, visa, travel, and residence issues), daily program administration and related financial matters. Handling the management of the Small Grants Program for women's NGOs in the CEE/FSU region, Open Society Foundations.

EDUCATION

1998 **Bachelor of Arts in Communication Studies**
Southern Oregon University, Ashland, Oregon, USA

PERSONAL SKILLS

Mother tongue(s) Hungarian
Other language(s) English – high proficiency
Serbian and Croatian – high proficiency
German and Spanish – passive knowledge

Communication skills Excellent written and verbal communication skills, experience in working with multinational and multicultural teams

Organisational / managerial skills Head of the management and administrative team, currently supervising 3 staff members and usually 1-2 interns at any given time during the academic year, direct liaison with 25 colleagues

Job-related skills Proposal preparation: for a variety of funding schemes: EU Framework Programs (6 and 7 and H2020), tenders of EC Directorates General, Norway EEA grants, national research support schemes, private foundations. In the capacity of project lead as well as a partner institution.

Implementation of innovative educational and research programs in an international setting

Human resources, administrative and financial management of medium and large-scale projects: EU Framework Programs 5, 6, 7, H2020 (collaborative research, mobility and capacity building schemes); EC DG Home Affairs, Justice research projects, independent foundations.

Writing press releases, news items, other dissemination materials, managing publication outlets

TRAININGS and PROFESSIONAL MEMBERSHIP

2006 – ongoing Member of EARMA, the European Association of Research Managers

2015 The Voice of Research Administrators: Building a Network of Administrative Excellence, Budapest

2014 National Innovation Office, Societal Challenges info day, Budapest

2013 EFPC Finance Helpesk training on Marie Curie funding schemes, Vienna

2012 EARMA: Association of European Research Managers and Administrators, Annual Conference, Dublin

2011 EARMA: Association of European Research Managers and Administrators, Annual Conference, Braganca, Portugal

2009 European Commission FP7 Audit training, Budapest

2008 EFPC Finance Heldesk training on Marie Curie funding schemes, Edinburgh

2007 Yellow Window training on FP7 Financial Management, Amsterdam

2005 The Fundamentals of International Project Management, Forschungszentrum Karlsruhe GmbH Karlsruhe

**MANAGEMENT OF RESEARCH
PROJECTS**

Direct management of projects

Gender Equality Academy, partner organization, 2019-2022; 93,000 EUR

BRAVE: Building Resilience Against Violent Extremism and Polarization, partner organization, 2019-2021; 150,000 EUR

TROPICO: Transforming into Open, Innovative and Collaborative Governments, partner institution 2017-2021; 204,000 EUR

MIGSOL: Migrant Solidarity and Acts of Citizenship Along the Balkan Route, individual research fellowship, 2017-2019; 134,000 EUR

COHESIFY: The Impact of Cohesion Policy on EU Identification, partner organization, 2016-2018; 241,000 EUR

'Faces and Causes of Marginalization of Roma in Local Settings', collaborative research project funded by UND and the Open Society Foundations, lead contractor of 4 partners, 2012-2014
<https://cps.ceu.hu/research/roma-marginalization>; 40,000 USD

'Ethnic Differences in Education and Diverging Prospects of Urban Youth in an Enlarged Europe', EU FP7 collaborative research project, lead institution of 10 partners, 2008-2011 www.edumigrom.eu

'Quality in Gender+ Equality Policies', EU FP6 integrated project, partner institution, 2006-2011, www.quing.eu

Supervision of project
management

Supervision of the management of 5-10 collaborative research projects at a time.

**MANAGEMENT OF MOBILITY,
KNOWLEDGE EXCHANGE and
TRAINING PROJECTS**

'Overcoming Inequalities in Schools and Learning Communities: Innovative Education for a New Century' H2020 Marie Curie International Staff Exchange, partner institution, 2015-2018, <https://cps.ceu.edu/research/saleacom>; 180,000 EUR

'Integration and International Migration' FP7 Marie Curie Initial Training Network, partner institution, 2013-2017 www.integrim.eu; 350,000 EUR

'The Changing Nature of Employment in Europe' FP7 Marie Curie Initial Training Network, partner institution, 2013-2016 www.changingemployment.eu; 210,000 EUR

'Roma Placement Program: Promoting the Engagement of Young Romani Leaders in Public Service', training, coaching & mentoring program, lead institution, National Endowment for Democracy, 2014-2016; 45,000 USD

'Exploring Vulnerability of Roma in the anti-human trafficking policy discourse in Serbia', training, research and mentoring program, mono-contractor, Open Society Foundations Think Tank Fund, 2014-2015; 35,000 USD

'Understanding Public Knowledge and Attitudes Towards Trafficking in Human Beings', FP7 Marie Curie Intra-European Fellowship, mono-contractor, 2013-2014; 196,000 EUR
<http://cps.ceu.hu/research/trafficking-in-human-beings>

VOLUNTEER ACTIVITIES

Open Learning Initiative (OLive) – educational opportunities for refugees and asylum seekers [in](#)
Budapest (2016 – ongoing)

Migration Aid – refugee assistance activities in Hungary, Serbia, Croatia and Slovenia (2015)

A Város Mindenkié (The City is for All) – civil society organization advocating for the homeless (2014)