


PERSONAL INFORMATION

Inka Maria Lilja

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JOB APPLIED FOR

WORK EXPERIENCE

01/10/2016–Present

Senior Programme Officer

European Institute for Crime Prevention and Control, affiliated with the UN, Helsinki (Finland)

Legal expertise especially in the fields of victim support and legal aid, police integrity, knowledge of EU law.

Development policy and technical assistance. Project development, monitoring and evaluation. Communication strategy and communication with stakeholders. United Nations relations.

01/02/2016–01/09/2016

Legal Advisor

Ministry of Defence, Helsinki (fi)

Drafting of legislation, legal advice for the Ministry.

01/11/2013–18/05/2015

Programme Officer

United Nations Office on Drugs and Crime, Yangon (Myanmar/Burma)

Development of the UNODC Country Programme for Myanmar including negotiations with the Government. Coordination of the Criminal Justice projects in Myanmar including legal aid and police training. Compilation of assessments on the Criminal Justice system in Myanmar. Communication and liaison with Government counterparts, Diplomatic missions and UN agencies.

01/04/2011–30/03/2013

Programme Officer

Ministry for Foreign Affairs, Unit for Development Cooperation, Helsinki (Finland)

Management of a NGO project funding portfolio of approx. 7 million Euros. Responsible for core funding of Finnish organizations with UN background, namely The Finnish National Committee for UNICEF, The National Committee for UN Women in Finland and Finnish Refugee Council. Management of internal development processes of the unit, such as guidelines, application procedures and E-service. Press Officer of the Unit.

01/01/2007–30/04/2011

Project coordinator

Several, Helsinki (Finland)

Several project assignments with NGO's to design and manage projects related to development aid, PR and awareness raising campaigns, development of evaluation and social impact assessment tools as well as legal advice.

01/04/2005–03/01/2007

Assistant to MP

Parliament of Finland, Helsinki (Finland)

I assisted the MP in legislative work. Searching for information, writing memos, preparing speeches and networking with reference groups. Drafting of motions and other legislative documents.

EDUCATION AND TRAINING

01/09/2001–01/02/2008

Master of Laws

University of Helsinki, Helsinki (Finland)

PERSONAL SKILLS

Mother tongue(s) Finnish

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	B1	B1	B1	B1	B1
Spanish	A2	A2	A2	A2	A2
Swedish	B2	B2	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

I have excellent verbal communication skills gained through my positions in government and UN, where my responsibilities included communicating and networking with multitude of stakeholders. I can easily adapt style and messages to different audiences and I continuously work to enhance my communication skills.

I have written numerous professional reports on variety of subjects as well as tools and guidelines. I have also experience in writing press notes and briefings.

Organisational / managerial skills

I have managed several teams responsible for research and development of tools and guidelines. I have run independently several multi-stakeholder projects and organized several large event or conferences. I was the operational head of the UNODC Country Office (team of 100) for 8 months in 2015.

Job-related skills

I mentor a social impact company in their international relations.

Digital competence

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

Digital competences - Self-assessment grid

Use of different publication platforms. I have also managed a project on development of a data system and e-service.