

## MIRA ČOKIĆ, LL.M.



- 📍 Republic of Croatia, 10 000 Zagreb, Slovenska 23
- ☎ + 385 91 580 7827
- ✉ [starimpasto@gmail.com](mailto:starimpasto@gmail.com)
- 🌐 <http://www.pravaustarosti.com/english>  
<http://www.dugzivot.com>

### WORK EXPERIENCE

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- ▶ January 2009 - until today: President of Association for the Rights for Elderly People,  
- Free legal adviser for the Rights of Elderly People, authorized by the Ministry of Justice  
Link on associations authorized to provide legal aid:  
<https://pravosudje.gov.hr/istaknute-teme/besplatna-pravna-pomoc/ovlastene-udruge-i-pravne-klinike-za-pruzanje-primarne-pravne-pomoci/6190>

### BUSINESS or SECTOR **Government administration**

- ▶ April 2012 – January 2016. (retired) Ministry of Environmental and Nature Protection,  
- **Head of Independent Service for Internal Audits:**  
Developed the Strategic Plan based on a risk assessment for a three-year period and the Annual Plan of Internal Audits based on the strategic plan for a calendar year,  
Performed audits of EU funds for Programmes at the Ministry (IPA I, IIIb),  
Provided support to the company's anti-fraud programs,  
Responsible for routine audits to ensure compliance with policies, procedure, applicable laws and regulations.
  - ▶ January 2009 – April 2012: Ministry of Tourism,  
- **Head of Independent Department for Internal Audit**  
Prepared audit reports for each audit assignment and made recommendations for corrective Action, conducted follow-up on agreed action plans where appropriate,  
Made recommendations to the Minister for improving business processes,  
Evaluated and provided reasonable assurance that risk management, control, and governance systems are functioning as intended,  
Ensured the adequacy and effectiveness of the Internal Control System at the Ministry.
  - ▶ December 2003 - January 2009: Ministry of Environmental Protection, Physical Planning and Construction,  
- **Senior Adviser for Human Resources**  
Advised on Labour Law issues to management and employees,  
Kept up to date on new employment legislation and practical implications,  
Counselled employees on a variety of career and personnel issues,  
Managed the hiring process to ensure compliance with all applicable laws.
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- ▶ July 2000 – September 2003: Toronto West Health Center, Toronto, Canada  
- **Office Manager**

Responsible for management and administration of all office functions at the Center, which included:

- Preparing and maintaining reports, records and correspondence,
- Coordinated the employee recruitment process,
- Interviewed new employees and recommended candidates,
- Acted on behalf of the Center as chairperson at third-party events.

- ▶ April 1997 – May 2000: Bombardier Aerospace – Sextant, Toronto, Canada
  - **Executive Assistant**
  - Liaised between the headquarters in Paris and the Toronto office ,
  - Coordinated a variety of vital business operations on a daily basis,
  - Provided administrative services to the Management Board,
  - Managed human resource administration such as tabulating employee hours, sick days and compiled monthly reports for head office.
- ▶ April 1993 – Mart 1997: Workplace Safety & Insurance Board of Canada
  - **Interpreter / Translator**
  - Interpreted from Croatian to the English language;
  - Interpreted for Lawyers, Medical Doctors and Social Workers,
  - Translated documents from English to the Croatian language;
- ▶ July 1973 – January 1993: Yugoslav Airlines
  - **Human Resources Manager**
  - Oversaw labour law compliance and compliance with regulatory concerns,
  - Guided and managed the overall provision of human resources services, policies, and programs for the entire company,
  - Managed employee safety, welfare, wellness and health,
  - Established strong working relationships with other executives, management and staff, provided advice and guidance.

## EDUCATION and TRAINING

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- LL.M.  
1981 – 1986 Faculty of Law, Zagreb, Croatia
- Certified Public Sector Internal Auditor  
2005 - Ministry of Finance
- State Civil Service Examination  
2004 - Central Sate Administration Office
- Certificated Human Resources Management  
2000 – 2001 University of Toronto, Canada

## PERSONAL SKILLS

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Mother tongue	Croatian
Other language	English - reading, speaking and writing

Communication skills	Excellent communication skills gained through my experience as a lawyer and Head of Department for Internal Audit at the Ministry
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Job-related skills	People skills; Ability to listen; Excellent trouble-shooting and problem-solving skills in legal issues; International work experience; Extensive experience in protecting the rights of the elderly
Computer skills	Microsoft Office Suite (Microsoft Word, PowerPoint, Excel), Web desing
Driving licence	B

## RELEVANT ACTIVITIES

### Memberships

- Member of the Council for Working, Active Ageing and Employment (SRAZ), appointed by the Minister of Labour and Pension System – 2013,
- Member of the Working Group, within the National Pensioners and Senior Citizens Council, responsible for drafting the Declaration on the Rights of the Elderly (appointed by the Government of the Republic of Croatia) – 2011.

### References

Available upon request