



## Europass Curriculum Vitae

### Personal information

First name(s) / Surname(s) Nataša Potočnik

Address(es)

Telephone(s)

E-mail

Nationality Slovene

Date of birth

Gender F

### WORK EXPERIENCE

- Dates (from – to) October 2005– August 2006
- Name and address of employer Ministry of the Interior of the Republic of Slovenia, Asylum Section
- Type of business or sector Government
- Occupation or position held Internship
  - Main activities and responsibilities Drafting International Protection Decisions
  
- Dates (from – to) August 2006 – May 2007
- Name and address of employer Ministry of the Interior of the Republic of Slovenia, Asylum Section
- Type of business or sector Government
- Occupation or position held Adviser
  - Main activities and responsibilities Conducting International Protection Procedures
  
- Dates (from – to) May 2007 – August 2012
- Name and address of employer Ministry of the Interior, Asylum Section
- Type of business or sector Government
- Occupation or position held Acting head of International Protection Status Section (Senior Adviser)
  - Main activities and responsibilities Policy and strategy planning on International Protection Procedures
  - Operational planning
  
- Dates (from – to) August 2012- December 2015
- Name and address of employer Ministry of the Interior, Migration Policy and Legislation Division
- Type of business or sector Government
- Occupation or position held Head of Division
  - Main activities and responsibilities Policy and strategy planning on International Protection, Integration and Legal

responsibilities

Migration issues

Preparation of legislation, including transposition of EU legislation into national legislation, on International Protection, Integration and Legal Migration

EU cooperation and participation in the field of International Protection, Integration and Legal Migration (including EASO, EC committees and EU Council bodies)

International cooperation on International Protection, Integration and Legal Migration  
EU (ERF, EIF) funding strategy and policy planning

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
  - Main activities and responsibilities

December 2015 ongoing  
 Ministry of the Interior, Migration Office  
 Government  
 Director  
 Management of all migration issues

**EDUCATION AND TRAINING**

- Dates (from – to)
- Name and type of organization providing education and training
  - Principal subjects/occupational skills covered
- Title of qualification awarded
  - Level in national classification (if appropriate)

October 1999 – July 2005  
 University of Ljubljana, Faculty of Social Sciences, 5, Kardeljeva ploščad, 1000 Ljubljana, Slovenia  
 Political Science  
 LL. B University Degree in Political Science

Personal skills and competences

Mother tongue(s)

SLOVENE

Other language(s)

Self-assessment European level (\*)

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	

English  
 French  
 German  
 Croatian, Serbian

5	5	4	4	4
2	2	1	1	1
2	2	2	2	2
5	5	4	4	4

Social skills and competences	Excellent communication skills, adaptable, team oriented, trust worthy, multicultural oriented, interdisciplinary oriented
Organisational skills and competences	Management and organizational skills
Technical skills and competences	
Computer skills and competences	Microsoft Office (Word, Excel, Power point), operating systems Windows XP, Vista and Internet tools (self-learning).
Artistic skills and competences	
Other skills and competences	Confidential
Driving licence	B Category
Additional information	/
Annexes	1

## Additional information

- Alternate Member of Management Board of European Asylum Support Office (EASO), Malta, from 2010/11
- Head of national Contact Point in Slovenia for European Migration Network (EMN).
- Member on National Team – Presidency of Slovenia to the Council of EU; Assistant to the Chair of Asylum Working party, first half of 2008;
- Project leader for the adoption of the legislation and bylaws in the field of migration and asylum;
- National delegate of the EU Working bodies (Asylum Working Group, Immigration and Asylum Committee, Dublin Expert Group);
- Member of many different international working groups and conferences in different levels (IOM, GDISC...);
- Junior project leader of the national team in the Twinning Project "Support to Asylum System in Republic of Serbia (2015 ongoing);
- Expert in the field of asylum during Presidency to the Council of the EU
- Participation in EASO activities, including as an expert for EAC Drafting and Decision making module, March- July 2012 and APD module, November 2013- July 2014
- Leadership and managerial capabilities;
- Knowledge of regional political developments and Balkan relations