



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Stjepan KOVAČEK**
Address(es) Preloška 3, 42233 Sveti Đurđ, Croatia
Telephone(s) +38542830367
Fax(es) -
E-mail stjepan.kovacek@vz.ht.hr
Nationality Croatian
Date of birth 09. 01. 1977.
Gender Male



Mobile: +385911120008

Work experience

Dates	February 2018. –
Occupation or position held	Director
Main activities and responsibilities	<ul style="list-style-type: none">- Develops consulting services in the field of data protection and all segments of public safety and protection- Makes Risk Assessments- Acts as Data Protection Officer for various companies- Organizes and performs education, training courses and seminars- Develops public safety awareness programmes- Develops IT solutions for safety and environment sector- Collaborates with various inspection services- Prepares and implements projects for nominations to EU funding programmes- Monitors all national and foreign legislation changes as well as standards related to safety and environment
Name and address of employer	i-KSO d.o.o. Savska cesta 118, HR-10000 Zagreb
Type of business or sector	IT, Consulting, Safety, Environment
Dates	April 2017. –
Occupation or position held	Safety and Environment Specialist
Main activities and responsibilities	<ul style="list-style-type: none">- Responsible for organization of safety at work, fire safety and environment protection measures and activities- Makes Risk Assessments- Organizes and performs education, training courses and seminars for more than 600 employees in various industry complexes- Organizes practical safety drills- Participates in management decision making processes- Develops standard working procedures- Develops IT solutions for safety and environment sector- Collaborates with various inspection services- Monitors all national and foreign legislation changes as well as standards related to safety and environment
Name and address of employer	Požgaj Group Dravska 24, HR-42231 Veliki Bukovec
Type of business or sector	Wood industry

Dates	October 2016. – December 2017.
Occupation or position held	Safety at Work Specialist
Main activities and responsibilities	<ul style="list-style-type: none"> - Responsible for organization of safety at work measures and activities - Makes Risk Assessments - Organizes and performs education, training courses and seminars for employees - Organizes practical safety drills - Participates in management decision making processes - Develops standard working procedures - Develops IT solutions for safety and environment sector - Collaborates with various inspection services - Monitors all national and foreign legislation changes as well as standards related to safety and environment - Prepares projects for nominations related to EU funding programmes
Name and address of employer	Git d.o.o. Vatroslava Lisinskog 6, HR-42000 Varaždin
Type of business or sector	IT industry
Dates	March 2011. – April 2016
Occupation or position held	Varaždin County Fire Service Commander
Main activities and responsibilities	<ul style="list-style-type: none"> - Responsible for organisation, education and operative readiness of 160 fire brigades in Varaždin County - Leads complexed fire service calls and interventions on a territory of Varaždin County and other regions in Croatia - Provides a professional inspection on fire brigades' activities - Organizes and performs education, training courses and seminars for more than 600 firefighters per year (as an organizer and firefighting tactics instructor) - Monitors an implementation of Associations' regulations on lower levels of fire service hierarchy - Prepares plans and programmes of fire protection activities on a level of county - Prepares various documents in a field of rescue and protection for local authorities - Coordinates all activities of Fire Service Commander Boards' on local level - Collaborates with neighbouring county fire brigade commanders as well as with national fire service commander - Prepares meetings for fire brigade commanders - Organizes public happenings and events related to fire protection and fire service promotion (i.e. firefighter competitions, exhibitions etc.)
Name and address of employer	Vatrogasna zajednica Varaždinske županije (Varaždin County Fire Brigades Association) Trenkova 44, HR-42000 Varaždin
Type of business or sector	Fire Service / Search and Rescue Services (Civil Protection)
Dates	April 2001. – March 2011
Occupation or position held	Varaždin County Deputy Fire Service Commander / Secretary of the Varaždin County Fire Brigades Association
Main activities and responsibilities	<ul style="list-style-type: none"> - Coordinator of Association's Office activities - Manages all administrative activities related to bodies of the Association - Prepares all plans and programmes related to fire brigade operative activities along with county fire commander - Prepares all documents related to working commitments of Association's employees - Coordinates activities of around 160 fire brigades in Varaždin County - Organises and performed training courses and seminars for more than 600 persons per year - Organises public events like presentations, drills etc. - Prepares and publishes documents for Internet, newspapers, magazines and other media - Organises international occupational activities with colleagues among the world - Organizes public happenings and events related to fire protection and fire service promotion (i.e. firefighter competitions, exhibitions etc.)
Name and address of employer	Vatrogasna zajednica Varaždinske županije (Varaždin County Fire Brigades Association) Trenkova 44, HR-42000 Varaždin
Type of business or sector	Fire Service / Search and Rescue Services (Civil Protection)

Education and training

Dates 2002-2006
 Title of qualification awarded Bachelor of Science in Safety (Fire Protection)
 Principal subjects/occupational skills covered Occupational techniques (implementation of safety systems into industry, public institutions etc.)
 Graduation Work Theme: Oil rig firefighting tactics
 Name and type of organisation providing education and training Faculty of Safety, Zagreb, Croatia

Dates 1995-2000
 Title of qualification awarded Bachelor of Science in Informatics
 Principal subjects/occupational skills covered General:
 - foreign language (English)
 Occupational:
 - software programming
 - use of MS Office software package
 - knowledge of social marketing techniques
 Graduation Work Theme: Marketing of non-profit organisations applied to voluntary fire brigades
 Name and type of organisation providing education and training Faculty of Organization and Informatics, Varaždin, Croatia

Dates 1991-1995
 Title of qualification awarded Geotechnician
 Principal subjects/occupational skills covered General:
 - foreign language (English)
 Occupational:
 - Geology
 - Geodesy
 - Mining
 - Chemistry
 - Safety at Work
 Name and type of organisation providing education and training Mining and Chemistry Secondary School, Varaždin, Croatia

Personal skills and competences

Mother tongue(s) **Croatian**

Other language(s)

Self-assessment

European level ()*

English

Serbian

Bosnian

Slovenian

German

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Proficient user	C1	Proficient user	B2	Independent user	C1	Proficient user	C1	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
C1	Proficient user	C2	Proficient user	C1	Proficient user	B2	Independent user	B2	Independent user
A2	Basic user	A2	Basic user	A1	Basic user	A2	Basic user	A1	Basic user

(*) [Common European Framework of Reference for Languages](http://www.cedefop.europa.eu/en/files/quest_doc/2008/081001en01.pdf)

Social skills and competences

- team spirit,
- good ability to adapt to multicultural environments, gained through work experience in international occupational working groups and bodies (CTIF),
- good communication skills developed while organizing international events in the last 20 years
- presentation skills developed through a 15-year work as an instructor in various educational activities

Organisational skills and competences	<ul style="list-style-type: none"> - leadership (having a chair position in organisations from the level of town to the national level in the last 20 years) - good sense for organization and planning (deputy project leader of the 13th International Fire Brigade Competitions of the CTIF in Varaždin in 2005) - On-site Commander at the international civil protection exercise “Mura 2015” (4 countries, more than 200 participants) and “IPA Floods Varaždin 2017” (10 countries, more than 300 participants)
Computer skills and competences	<ul style="list-style-type: none"> - good command of Microsoft Office™ tools (Word™, Excel™, PowerPoint™), - good command in Web design applications (Dreamweaver™, Frontpage™, CMS), - basic knowledge of graphic design applications (PhotoShop™)
Other skills and competences	<ul style="list-style-type: none"> - Holding a rank of Fire Service 1st Class Higher Officer (since 2010) – level of Firefighter II (NFPA) Standard Licence - European Union Civil Protection Mechanism Expert - courses finished: Civil Mechanism Introductory Course in 2012, Operational Management Course in 2014, Information Management Course in 2015, International Coordination Course in 2015, Assessment Mission Course in 2016 - Finished a training course in the ERCC (Emergency Response Coordination Centre) of the European Union in Brussels in 2007. - Holding an „International Trauma Life Support“ (ITLS) certificate since 2012 - Holding a status of international fire brigade competitions referee - National Fire Service Incident Leader’s Exam passed in 2007. - Basic Introductory Programme on EU integrations (study visit) finished in Bruxelles in 2007. - More than 50 articles published in foreign (American and British) and national fire service magazines during the last 20 years - Finished an obligatory 1-year army service as a member of Regional Commander’s Board - Member of the British Fire Services Association - National Safety at Work Specialist Exam passed in 2016 - Experience in preparation of projects co-funded or fully funded by various European Union programmes
Hobby	Sport (supports FC Hajduk Split and Speedway Club Unia)
Driving licence	Categories A, B, C and E (light and heavy road vehicles)
Additional information	<p>Family status: Married, wife Gordana, sons Filip (2005) and Petar (2006)</p> <p>Member of the Sveti Đurđ Voluntary Brigade since 1992 (used to be a president and secretary, held a position of commander from 2001 to 2016) to 2016 and Hrženica Voluntary Fire Brigade since 2016</p> <p>Holds a position of commander of the Sveti Đurđ Fire Brigades Association since 2001</p> <p>Received various fire service medals from the Croatian Fire Services Association as well as from fire service organisations of Austria, France, Italy, Germany, Slovenia, United States of America, Great Britain and Poland</p> <p>Received a Medal for Extraordinary Achievement from the International Association of Fire and Rescue Services (CTIF)</p> <p>Received certificate of special achievements from the Sveti Đurđ Municipality (2 times) and Martijanec Municipality</p>