

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s)	Olkkonen, Timo Mikael
Address(es)	Embassy of Finland, Haile Selassie Avenue, Longacres, Lusaka, Zambia
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Nationality	Finnish
Date of birth	12.03. 1970
Gender	Male

Work experience

Dates	1.9. 2014-
Occupation or position held	Ambassador
Main activities and responsibilities	Head of Mission of the Embassy of Finland in Lusaka, ambassador accredited to Zambia, Zimbabwe and Malawi and the official representative of Finland to the Common Market of Eastern and Southern Africa (COMESA). In charge of an embassy with 17 employees (4 sent out staff, 13 locally employed), with an annual operational budget of 710 000,- euro and 1 million euro local cooperation fund. Management of 10- 14 million Finnish development cooperation programme (private sector development, agriculture, environment and natural resources) in Zambia, the formal responsibility of which lies with MFA. Political, consular and trade relations of Finland with three countries, and following regional issues (COMESA).
Name and address of employer	Embassy of Finland, Haile Selassie Avenue, Lusaka, Zambia/ Ministry for Foreign Affairs of Finland Katajanokanlaituri 3, Helsinki/ P.O. Box 511 FI-00023 Government, Finland
Dates	1.6.2010- 31.8.2014
Occupation or position held	Director
Main activities and responsibilities	Head of Unit for the Unit Development Policy and Planning at the Ministry of Foreign Affairs of Finland. The unit has a staff of 23 people, including civil servants from three different careers (diplomatic-, administrative- and specialists). The unit is in charge of overall development policy, including EU development policy, OECD-issues, aid effectiveness, policy coherence for development, statistical reporting and transparency of aid, development research, higher education institutions' cooperation and IT-systems for development cooperation. The unit is responsible for the overall financial planning and administration of Finland's approximately 900 million euro aid budget, whilst the unit itself has a project/programme portfolio of 7 million euro.
Name and address of employer	Ministry for Foreign Affairs of Finland Katajanokanlaituri 3, Helsinki/ P.O. Box 511 FI-00023 Government, Finland
Type of business or sector	Diplomatic, Management/Administration (Development Policy)
Dates	1.5.2008- 30.4.2010
Occupation or position held	(Seconded) National Expert
Main activities and responsibilities	Policy and technical tasks in the field of aid effectiveness (rationalising, harmonising and aligning development policy and cooperation). Formulating EC- positions to EU and international processes. Main responsibilities included: preparation of EU-position to the III High Level Forum on Aid Effectiveness (2008), Commission Staff Working Paper on Aid Effectiveness (Where Does the EU Stand? 2009), Commission and Presidency joint paper and Council conclusions on an "EU operational framework on aid effectiveness". Country-contact point for Finland, Sweden, Denmark and Poland on development policy in general.
Name and address of employer	European Commission DG Development and Relations with African, Caribbean and Pacific States Unit A2 - Aid Effectiveness and Relations with Member States & EEA States, Rue de la Loi 200, SC 15-3/120, 1049 Brussels
Type of business or sector	Development Policy
Dates	1.9.2005- 30.4.2008
Occupation or position held	First Secretary

Main activities and responsibilities	National representative in the ACP working group and the food-aid working group. Chairman of these groups during the Finnish EU-Presidency 2006: Presidency agenda included ia. the implementation regulation of the 10 th EDF, negotiation processes on Economic Partnership Agreements (EPA) with ACP states, negotiation mandate on EPA with South Africa (EU-South Africa joint cooperation council 2006). National representative at the Africa- strategy working group. Focal- point for other Africa- issues (including CFSP) at the Representation. Alternate representative to the Africa- working group (Coafr). Alternate representative to the Development Policy working group (Codev).
Name and address of employer	Permanent Representation of Finland to the EU; Rue de Trèves 100, B-1040 Brussels
Type of business or sector	Diplomatic (Development Finance, Development Policy, Trade Policy, CFSP)
Dates	July 2001- August 2005
Occupation or position held	Second Secretary , alternate Head of Mission, Deputy Permanent Representative to UNEP and UN-Habitat
Main activities and responsibilities	In charge of political issues (Kenya, Uganda) and regional issues (Sudan, Somalia, Uganda) as well as UN- issues (United Nations Offices in Nairobi, United Nations Environment Programme and UN-Habitat (UN Programme for Human Settlements). Responsibility to follow and report on internal politics of Kenya and Uganda as well as to follow the Somalia- and the South- Sudan peace processes. Responsible for development cooperation in the fields of democracy- support, governance local governance, human rights and media. Specific responsibility of the joint donor Governance, Justice, Law and Order Sector Programme (GJOLS/Kenya), Sustainable Neighbourhood Programme (with UN- Habitat and Government of Kenya) and cooperation with NGO's in Kenya and Somalia.. Participation in the EU-election monitoring mission in the general elections in Kenya, 2002.
Name and address of employer	Embassy of Finland, P.O. Box 30379, 00100 Nairobi G.P.O., Kenya
Type of business or sector	Diplomatic, Development Cooperation
Dates	July 2000- June 2001
Occupation or position held	Assistant European Correspondent
Main activities and responsibilities	Assistant the European Correspondent and Deputy European Correspondent on issues pertaining to CFSP- coordination. Assistant to the Political Director. Apart from routine follow-up of CFSP-agenda (Coreus, following Council working groups, preparing for political committee meetings and prescreening mail for the attention of the Political Director tasks included also preparing legal arrangements to make possible NATO/ WEU-classified information to be shared with Finland and preparing for the set up of a permanent Political and Security Committee and arrangements for working with civilian crisis management at the Council.
Name and address of employer	Ministry for Foreign Affairs of Finland, Merikasarmi, PO Box 176, 00161 Helsinki, Finland
Type of business or sector	Diplomatic (CFSP)
Dates	April 2000-June 2000
Occupation or position held	Attaché
Main activities and responsibilities	Assisting Senior Officials and Officers on matters pertaining to the OSCE Code of conduct on small arms and the countries of Central Asia. Alternate national representative in working groups in these issues
Name and address of employer	Permanent Mission to the Organization for Security and Co-operation in Europe (OSCE) , Esslinggasse 16, 1010 Vienna, Austria
Type of business or sector	Diplomatic (security policy)
Dates	February 1999- March 2000
Occupation or position held	Attaché

Main activities and responsibilities	Assisting senior officials on matters pertaining to the Barcelona- process and EU- policy and cooperation with the countries of the Persian Gulf and Iran, with specific focus on the Finnish EU- Presidency 1999. National representative in the working groups for North Africa (COMAG) and the Gulf (COMEM). Tasks during the Presidency included preparation of the EU- Gulf Cooperation Council ministerial meeting (Dubai), EU ministerial troika with Algeria and meeting at level of state secretaries with Iran.
Name and address of employer Type of business or sector	Ministry for Foreign Affairs of Finland, Merikasarmi, PO Box 176, 00161 Helsinki, Finland Diplomatic
Dates	April 1998- January 1999
Occupation or position held	EU-Assistant
Main activities and responsibilities	Assisting Officials on EU- matters in the field of education (primary and secondary education, vocational training). Task included support in the preparations for the Sorbonne/ Bologna Process on creating a European Higher Education Area (EHEA) and the Erasmus (education) and Leonardo (vocational training) European exchange programmes. Assistant to the Director for Educational and Science Policy.
Name and address of employer	Ministry for Education, P.O. Box 29, FI - 00023 Government Education
Dates	April 1997- March 1998
Occupation or position held	Teacher
Main activities and responsibilities	Teaching general history and history of culture
Name and address of employer	The Alkio College, Tähtiniementie 26, FIN-41800 Korpilahti Education
Dates	1986- 1997
	Various temporary jobs/assignments including: - research assistant at the University of Hamburg, Fenno-Ugric faculty (Institut für Finnougristik/Uralistik der Universität Hamburg, Bogenallee 11, D-20144 Hamburg) - research assistant at the Teaching and research project of Hungarology (Hungarian Studies) at the University of Jyväskylä, Finland (P.O. Box 35, FI-40014) - research assistant at the Department of History at the University of Jyväskylä (P.O. Box 35 (H) FI-40014), Finland - apprentice journalist , Maaselka-newspaper, Haapajarvi, Finland (P.O. Box 74, 85801 Haapajärvi) - worker , Sinebrychoff Brewery, Hietalahti, Helsinki, (PO Box 87 FI-04201 Kerava) - worker , Tiivi Window-factory, Haapajarvi, Finland (Tiivituote Oy, Konikuja 7 85800 Haapajärvi) - seasonal worker collecting strawberry, Haapajarvi, Finland

Education and training

Dates:	September 1990- February 1996
Title of qualification awarded	Master of Arts
Principal subjects/occupational skills covered	History, Political Science, History of Finland, Philosophy
Name and type of organisation providing education and training	University of Jyväskylä, P.O. Box 35, 40014 Jyväskylä, Finland (with study-periods in the Humboldt - University, Berlin, Germany and Lajos Kossuth- University (KLTE), Debrecen, Hungary)

Personal skills and competences**Mother tongue(s)**

Finnish

Other language(s)

English, Swedish, German, French, Hungarian, Kiswahili

Self-assessment*European level (*)***English****Swedish****German****French****Hungarian****Kiswahili**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User
C2	Proficient User	C2	Proficient User	C1	Proficient User	B2	Independent User	B2	Independent User
C1	Proficient User	C1	Proficient User	C1	Proficient User	B2	Independent User	B2	Independent User
C1	Proficient User	C1	Proficient User	C1	Proficient User	B2	Independent User	B2	Independent User
B1	Independent User	B1	Independent User	B1	Independent User	A2	Basic User	A2	Basic User
B1	Independent User	A2	Basic User	A2	Basic User	A2	Basic User	A1	Basic User

Social skills and competences

- Flexibility and ability to cope with stress (f.ex.EU-presidencies)
- Ability to adapt to new situations and new working methods (f.ex. while in Zambia, Kenya and Brussels)

Organisational skills and competences

- personal management (ambassador, head of unit)
- financial administration and planning (ambassador, head of unit, development cooperation)
- ability to work as a part of a team (the whole career in the civil service)
- ability to take strategic decisions and face responsibility (ambassador, chairmanship of working groups)

Computer skills and competences

- good command of Microsoft Office Tools (Word, Excel) (through work)
- good command of using the internet and other information tools (including internal MFA, Finland, EC) for searching information, and e-mail (through work)

Driving licence

Category A, BE

Additional information

- Married, three children
- References supplied on request
- Military Service June 1989- May 1999 (Corporal, Weather Service for Field Artillery)
- A decade of working at family farm in Finland while in primary/secondary school and college
- Lived first eight years of life in Sweden