**CURRICULUM VITAE**

1. **PERSONAL DETAILS**

Name: Priscillar Kend

Gender: Female

Marital Status: Married with two(2) children

Designation: Acting HR Manager

Language Spoken: Enga, Pidgin and English

Date of Birth: 8th August 1981 *(Birth Certificate Available)*

Place of Birth: Lae, Morobe Province

Nationality: Papua New Guniea

Home Province: Enga

Home District: Ambum Kompiam

Village: Londol

Religion: Seventh Day Adverntist

Previous Address: Wabag General Hospital

P O Box 196

Wabag. Enga Province Mobile: 73368178

Current Address: Daru General Hospital Email: priscillap.kend@gmail.com

P O Box 6

Daru. Western Province.

1. **OBJECTIVE**

To enhance my knowledge and be specialised in the field of Human Resource Management and executive Management.

1. **EDUCATION**

2010 – 2011 Bachelor of Management – Divine Word University

2001 – 2002 Diploma in Health Administration – Divine Word University

1999 – 2000 Year 11 & 12 – Mt Hagen Secondary. WHP

1997 – 1998 Year 9 – 10 – Kabiufa Adventist Secondary. EHP

1995 – 1996 Year 7 – 8 – Mt Hagen Secondary. WHP

1989 – 1994 Primary Education – Kimininga Adventist Primary – WHP

1. **WORK EXPERIENCES**

14/11/16 to date: Acting Human Resource Manager

2011 to 13/11/16 Senior HR Officer-, Enga Provincial Health Authority, Wabag Hospital – HR Unit

**Duties:**

Managing the Human Resource Department and duties as follows;

***MAJOR***

1. Personal Administration
   1. Staff Establishment Register
   2. Leave Administration
2. Payroll Administration
3. Staff and salaries
4. Payroll audit
5. Process overtime claims
6. Benefits and increments
7. Industrial Awards
8. Recruitment and Selection& Exit
9. Staff Development and Training
   1. Assist Training coordinator in putting up training policy and Training plans
   2. Member to training committee
   3. Staff Performance Appraisals
10. Preparation of Personnel Emolument Estimates for personnel employment for national budget

***Other Duties***

1. Attend to staff queries and raise advices accordingly
2. File Management
3. Office Management

* HR duties as stated concerns both Permanent and casual staff

2006 -2010 Administrative Officer – Wabag General Hospital

**Duties:**

* Plan materials and office supplies for all section of the hospital
* Ensure adequate supplies are available
* Supervise office staff on day to day duties
* Liaise with other sectional heads for implementation of their activity plan
* Keep asset for medical and non-medical hospital asset
* Carry out six monthly stock take of assets and take appropriate action
* Assist Director Corporate Service in planning, monitoring and evaluation of the operations
* Management of secretarial and stenographic duties
* Other duties as directed by the Director Corporate Services

2005: Accounts Clerk, Wabag General Hospital

**Duties:**

* Committing, Examining and Certifying of the payment vouchers
* Preparing of casual wages
* Do Banking
* Bank Reconciliation
* Entering of Data into business Partner Attaché
* Other necessary office management duties

2003: Accounts Clerk – North Fly Development Corporation

**Duties:**

* Batching Invoices and updating accounts receivable ledgers
* Follow up on payments and collecting debts including rentals from Ok Tedi mining, accommodations, wharf storage charges, berthage and hire car.
* Attend to guest for accommodation at the Kiunga lodge and prepare invoices accordingly
* Other office management duties

1. **SHORT COURSE**

2005: Public Service Induction Course Certificate

2007: Certificate of Attendance in;

* Analysing
* Problem Solving
* Good Management

2009: Certificate of Attainment in Internal Public Hospital Standard Surveyor

2012 & 2013: Attend to various HR workshops conducted within country

2012: Two (2) weeks attachment with Mt Hagen Provincial hospital with Alesco Payroll

2013 Late December: Attend orientation training on Alesco Payroll system.

2015, November 25th – 27th : Leadership Development Training, Enga *(By PNGAAA)*

1. **ARCHIVEMENTS**

* Acting MHR in several occasions in the absent of MHR.
* Member to PNGAAA – Enga Chapter as Associate Member
* Member to Volunteer Groups to Work with HIV & AIDS and Gender Base Violence

1. **COMPUTER SKILLS**

* Microsoft Word
* Microsoft Excel
* Microsoft Power Point
* Sound knowledge in Alesco Payroll

1. **HOBBIES**

* Sports
* Music
* Travelling and visiting places
* Meeting new friends
* Discussing any important issues
* Household duties

1. **REFEREES**

**Ms Galeva Tauleva Dr Benny Kombuk Dr G Urae**

Director Corporate Services Director Medical Services a/Director Curative Service

Daru General Hospital Daru General Hospital Enga Provincial Health Authority P O Box 6 P O Box 6 P O Box 196

**DARU DARU WABAG**

Western Province Western Province Enga Province

Ph: 73209608 Ph: 72150219 Ph: 5471360 /70450648

Fax: 5471233

I certify that the information provided are true and correct.

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**Ms Priscillar Kend**