**CONSTANTINE KEITH MASTA**

**PERSONAL INFORMATION**

Date of birth: 28/09/1986

Sex: Male

Marital status: Married

Number of children: 3

Nationality: Papua New Guinean

Place of residence: Port Moresby

PO Box 8054,

**BOROKO**,

National Capital District Mobile: 7696 9443 or 7064 0464

Papua New Guinea E-mail: constantine.masta@gmail.com

**OBJECTIVES:**

My current objective is to apply my technical knowledge and project management skills to help lead a growing organization to a new level of success and guide them towards a new age of advanced technology.

**SYNOPSIS:**

9+ years of experience in the ICT industry within the government sector with tremendous amount of hands on experience in designing, implementing, managing and accomplishing projects.

**WORK EXPERIENCE:**

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| --- | --- | --- | --- |
| **Designation** | **Organization** | **Period of Employment** | **Duties Performed** |
| **Manager – Information and Communications Technology (ICT)** | Office of Censorship (OOC) | September 2016 to Present Day | * Supervising and monitoring of staff performance on yearly activities, tasks and special projects.
* Carryout annual appraisal for staffs.
* Provide counselling and mentoring for staffs.
* Provide guidelines for staff and training during the implementation of special projects.
* Provide planning and budgeting advice to the Senior Management Team (SMT) on ICT’s yearly annual operational activities.
* Manage ICT’s annual budget.
* Prepare and present monthly reports on quarterly activities at the SMT level.
* Take lead in the designing of ICT projects.
* Provide leadership on all matters concerning ICT.
* Provide advice on ICT infrastructure upgrade.
 |
| **Achieved outcomes:**1. Designed and provisioned the Organization’s newly upgraded server and network infrastructure systems in 2017.
2. Developed and authored the Internal ICT Policy and ICT Procurement Procedures for the Organization in 2017.
 |
| **Systems Administrator - ICT** | Department for Community Development (DFCD) | January 2013 to September 2016 | * Administering the overall Information Communication Technology (ICT) Infrastructure and Systems.
* Coordinating ICT related tasks and supervising of subordinates in their daily activities.
* Supervising of subordinates in special projects.
* Coordinate the implementation of projects.
* Administering the usage of telephone and internet.
* Provide advice to the Assistant Secretary ICT on matters concerning expenditure.
* Involve in the decision making and planning of ICT’s annual activities.
* Assess and write monthly reports on the status of the network and server infrastructure.
* Managing the intranet page contents.
 |
| **Achieved outcome:**1. Successfully restoring the Exchange Server 2007 in 2013 during a major downtime.
2. Successfully restoring the LAN (Local Area Network) in 2013 during a major downtime by reconfiguring the Enterasys Layer 3 access switches to allow for network connectivity.
 |
| **Network and Communications Officer** **- ICT** | Department for Community Development (DFCD) | January 2012 to January 2013 | * Managing the intranet page contents.
* Provide network and communications support.
* Install and configure network printers, routers, switches and computers.
* Provide reports on usage of internet and telephone.
* Perform fast and effective network troubleshooting on downtime issues at the hardware and application layer.
* Installation of structured data and voice cables (Cat5/5e/6).
 |
| **Achieved outcome:**Successfully completing the 2012 wireless (Access Points, P2P & P2MP Radios) and wired devices rollout plan to accommodate for the growing number of networking devices such as computers, printers and smart phones. |
| **Coordinator -****Women in Leadership Project** | Office for the Development of Women (ODW) | January 2011toJanuary 2012 | * Provide financial and logistical advice on the implementation of all activities.
* Write monthly observational reports on the progress of women candidates training.
* Prepare documentations for monthly funding request to donor partners.
* Provide acquittals for all expenses.
* Present reports in meetings.
 |
| **Achieved outcome:**1. Successful rollout of the women candidate training program to the NGI, Southern, Momase and Highlands region within the specified one-year time frame.
2. Three women candidates were elected into the National Parliament in 2012 by implementing the strategies learned from the training program.
 |
| **Information Technology Officer** | Office for the Development of Women (ODW) | June 2009toJanuary 2011 | * Administer and control ICT systems.
* Provide solutions to ICT related issues.
* Manage and track office assets.
* Procuring of ICT Equipment.
 |
| **Achieved outcome:**Reduced spending on the acquisition of ICT equipment from 2009 -2011 by introducing a simple RFP (Request For Proposal) Form that can be used by the office to secure bidders who are able to provide equipment that are less costly and of high quality.  |
| **Information Technology Support Officer** | Department for Community Development (DFCD) | September 2008toJune 2009 | * Administer all ICT systems.
* Administer email system.
* Repairing of computer and printer hardware
* Troubleshooting and solving network and telecommunication issues.
* Manage internet usage.
* Setup hardware and install software.
* Manage website.
 |
| **Achieved outcome:**The use of my skills and knowledge eliminated the cost of hiring contractors to carryout repair and maintenance on all ICT systems from 2008-2009. |

**EDUCATION:**

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| --- | --- | --- | --- | --- |
| **Month/Year** | **Qualification** | **Name of School/College/University** | **Aggregate Marks Obtained** | **Main Subjects/Units** |
| April 2014toMarch 2016 | Bachelor of Management (BMgt.) | Divine Word University | **GPA: 3.88** | * Applied Creative and Critical Thinking
* Writing Research Management Papers
* Personnel Management 1
* Personnel Management 2
* What Every Executive Should Know
* Developing Your Managing Skills
* Finance Management
* Forging Ahead
 |
| January 2007 toNovember 2007 | Diploma in Business Studies – Computing (DipBSComp.)  | Port Moresby Business College | **GPA: 2.463** | * Business Applications 1
* Foundation Visual Basic
* Introduction Internet
* Business Applications 2
* Principles of Telecommunication
* Business Ethics
* Systems Analysis and Design
* Advanced Visual Basic
 |
| February 2006toDecember 2006 | Certificate in Higher Technical Education – Business Studies Computing (Cert.HTE.BSComp.)  | Port Moresby Business College | **GPA: 2.3** | * Accounting 1
* Bus. English and Communication 1
* Business Mathematics
* Principles of Management
* Computing and Information Systems 1
* Word Processing and Graphics
* Spread Sheets and Database
* Introduction to Programming
* Business Statistics
* Office Management
 |
| February 2004to November 2005 | Grade 12 Higher School Certificate (HSC)  | Port Moresby National High School  | **GPA: 2.25** | * Language and Literature (English)
* Mathematics (A)
* Economics
* Geography
 |
| February 2002toNovember 2003 | Grade 10School Certificate  | Tokarara High School  | **GPA: 2.5** | * English
* Mathematics
* Science
* Social Science
 |

**AWARDS:**

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| **Title of Award**  | **Sponsor of Award**  | **Award Type**  |
| The Ela Motors Madang Branch – Award for Academic Excellence | Ela Motors | **Award for Academic Excellence (AAE)** Scoring the highest GPA of 3.88 under the Department of Finance and Management within the Faculty of Business and Informatics, Divine Word University, Madang |

**PROFESSIONAL DEVELOPMENT:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month/Year** | **Certificate Type** | **Name of Institution** | **Aggregate Marks Obtained** | **Main Subjects/Units/Modules** |
| October 2017 | Certificate of Completion in the “2017 Seminar on Telecommunication Network Security & Optimization for Developing Countries” | Wuhan Research Institute of Post & Telecommunication (China) | Not Applicable | * Network Survivability
* Telecommunications Development in China
* Optical Fiber
* Network Planning & Optimization
* Packet Based Transport Network (PTN) Technology & Planning
* Long Term Evolution (LTE) Solution
* Security Risk Assessment
* Learn to Speak Chinese
* Situation of China
* Global Telecom Industry Development Trends and Measures
* Principles and Key Technologies of Ethernet Passive Optical Network (EPON)
* Gigabit Passive Optical Network (GPON) Technology & Equipment
* Network Information Security
* Evolution of Telecommunication Cyber Security (Problems and Countermeasures)
* Cloud Computing
* Software Defined Optical Networks (SDON)
 |
| August 2016 | Diploma in Project Management | Advance Learning Interactive Systems Online (ALISON) | 83% | * Project management overview
* Project management methodology
* Project management toolset
* Project management documentation
* System development life cycle
* The planning phase
* The analysis phase
* The design phase
* The implementation phase
* The use/evaluation phase
* Project management case study
* Information Technology case study
* Toolset case study
* GANTT charts case study
* Documentation case study
* System development life cycle case study
* The planning phase case study
* Feasibility study case study
* The planning phase case study
* The analysis phase case study 1
* The analysis phase case study 2
* The design phase case study
* Implementation phase case study 1
* Implementation phase case study 2
* Evaluation phase case study
* Implementation phase case study
* Case study conclusion
* Project Management Assessment
 |
| May 2015 | Certificate of Participation in DevInfo 6.1 User Interface and Data Administration | Department for National Planning and Monitoring  | NotApplicable | * User Interface Interaction
* Data Administration and Design
 |
| July 2013 | Certificate of Participation Interconnecting CISCO Networking Devices Part 2 v1.0  | IEA College of TAFE  | JPP – 60% | * Configure, verify and troubleshoot WAN links and IP services in a medium enterprise network
* Install and Manage complex ICT networks
 |
| April 2013 | Certificate of Participation Interconnecting CISCO Networking Devices Part 1 v1.0  | IEA College of TAFE  | JPP – 60% | * Install, operate and troubleshoot a small enterprise branch network
 |
| November 2012 | Certificate of Achievement in DFCD Leadership Program – With Excellence  | AusAID Economic and Public Sector Program (EPSP)  | NotApplicable | * Leadership and You
* Social Intelligence
* Leading Change
* Ethics and Dialogue
* Strategy Operations
* Governance
* Leadership Review
 |
| April 2011 | Certificate in Introduction to Gender and Development Approach  | Secretariat of the Pacific Community (SPC)  | NotApplicable | * Women Empowerment
* Women Participation and Development
 |
| July 2010 | Certificate of Completion in Human Development and Millennium Development Goals (MDG) Monitoring  | United Nations (UN)  | NotApplicable | * Human Development
* MDG Monitoring
 |

**TECHNICAL SKILLS:**

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| **Systems:** Windows XP/Vista/7/ 8/10 and Server 2003/2008/2012, Ms Exchange 2003/2007/2010, VMWare ESXi 4.0/5.5/ 6.5**Hardware:** Acer, Asus, Dell, HP (Hewlett Packard), Lenovo, Samsung, Toshiba, Intel based Servers, Desktop and Laptop platforms. Cisco Routers & Switches, Enterasys Routers and Switches, Wireless Routers, Access Points (AP) and Radios (P2P & P2MP).**Software:** Microsoft: Windows XP/Vista/7/ 8/10 and Server 2003/2008, MS Exchange 2003/2007 Microsoft Office XP/2003/2007/2010/2013: Word, Excel, PowerPoint, Publisher, Outlook, Access AVG: Antivirus 8/2012/2013/2014/2015/2016 and Firewall Sophos: Server Antivirus and Firewall Kaspersky: Server Antivirus and Firewall Hirens: 8/9/10/11/15 **Networking:** TCP/IP, 802.11 a/b/g/n (Wi-Fi), DNS, WINS, DHCP |

**PERSONAL ATTRIBUTES AND SKILLS:**

|  |  |
| --- | --- |
| * Able to motivate and drive
 | * Writing skills
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| * Confident in carrying out duties
 | * Research skills
 |
| * Able to handle work stress
 | * Presentation skills
 |
| * Able to take lead
 | * Analytical thinking skills
 |

**LANGUAGES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language**  | **Speak** | **Read** | **Write** |
| English  |  |  |  |
| Tok Pisin  |  |  |  |
| Bahasa Indonesia  |  |  |  |

**REFEREES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee#1** | **Referee#2** | **Referee#3** | **Referee#4** |
| **Mr. Jim Abani***Deputy Chief Censor*Office of CensorshipP.O. Box 1745, Boroko 111, National Capital District Cellphone: 67572157510 Email: jabani@gopng.gov.pg | **Mrs. Nancy Kilala***Executive Manager*Corporate Services DivisionOffice of CensorshipP.O. Box 1745,Boroko 111,National Capital DistrictPapua New GuineaPh: 6753231456Cellphone: 67572683104Email: nkilala@gopng.gov.pg | **Mr. Jerry Ubase***Acting Deputy Secretary*Corporate Services DivisionDepartment for Community DevelopmentP.O. Box 7354,Boroko 111,National Capital DistrictCellphone: 67570098748Email: jubase@dfcd.gov.pg | **Ms. Karen Fabila Tito***Senior Lecturer and**Program Coordinator* Diploma in Management and Human Resource ManagementDivine Word University Port Moresby - Campus Faculty of Business and Informatics P.O. Box 582, Konedobu, NCD Cellphone: 67571015842 Email: ktito@dwu.ac.pg  |

**DECLARATION**

I wish to declare that the information furnished above is true to the best of my belief and knowledge.

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**Constantine Keith Masta**