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| **Craig Pagere (Mr)**  Curriculum vitae  Mobile: **(675) 79002171/75382811** E-Mail: **cpagere@gmail.com/cypagere@gmail.com**  **Career Overview**   * A result-oriented HR professional with over 9 years of rich experience in Human Resource Management. * ▪ Achieved measurable outcomes that add value to the Company * ▪ Strategies approaches that maximises revenue/ service delivery * ▪ Actively contributed on team or personal HR projects and timely delivery * ▪ Identify a problem or loopholes in HR services and resolve it harmoniously * ▪ Expertise in executing various HR Initiatives or functions * ▪ Analytical and problem solving with an ability to execute multiple tasks easily   **Employers**  **United Nations Development Programme (UNDP PNG)**  **HR Analyst/Manager October 2017- Present**  ▪Oversee, Coordinate and Implement all aspects of HR services or functions for UNDP PNG and smaller UN Agencies in PNG such as UNDSS, OHCHR, UNFPA, UNWOMEN, RCO, UNCDF etc.  ▪Also, currently the Chairperson of United Nations in PNG HR Working Group and ensure I work in harmony with other HR Colleagues in other UN Agencies to harmonies all HR needs, objectives and goals by using tools such as Annual HRWG Plan etc.  ▪Work closely with HR Business partners and focal points within ASIA Pacific Region and Head Quarters in New York to ensure all HR deliverables are as per expected standards results achieved.  **Steamships Ltd – Coral Sea Hotels (Ela Beach & Highlander)**  **HR Manager January 2016 to September 2017**  ▪ Managing all Key Human Resources Management functions of the Hotel & Apartments by strategizing ideas and initiatives that can foster smooth flow of all HR functions of the Hotel. The primary focus of my role is to ensure I provide the necessary HR guidance, support and advice to all Managers/Supervisor and staff to maximise work morale, team work, etc and most importantly maximise Quality Service Delivery to all our internal and external guests in a consistent manner and support my General Manager in whatever initiatives that I can propose for the good of our staff that eventually leads to empowering them to deliver all operational deliverables and exceed expectations on a daily basis.  ▪ Overseeing and ensuring implementation of all Key Human Resources related functions of the hotel. The primary focus of my role includes but not limited to implementing effective and efficient recruitment and selection process, training and development, performance management, enforcing legislation policy, industrial/employee relations, employee welfare, remuneration, payroll, succession planning, occupational health & safety and other related human resource functions. That is aligning all key HR functions in harmony with operational or overall organizational objectives by way of recruiting and retaining an effective workforce that produce the desired results.  **HK Logistics – HEPF** (health & education procurement facility)  **HR Coordinator June 2015 to Dec 2015**  ▪ Generally facilitating all the Key HR Functions and providing necessary assistance and advice to the HR & Grants Manager from Recruitment, Performance Management, Leave Management, Payroll Assists, and all other Key HR administrative Functions etc. Also, the HR Administrative Tasks such as dealing with Nasfund, Insurance docs to Marsh Ltd and other day to day HR related matters etc.  **World Vision PNG**  **HR Business Partner May 2014 to June 2015**  ▪Coordinating and implementing all HR functions and services of the World Vision TB DOTS project throughout PNG.  ▪ Leadership Development Focal point for PNG  **PNG Forest Authority-HQ**  **HR Officer Dec 2011 to April 2014**  ▪ Supporting the HR team in Implementing HR services such as salary administration, payroll services, Performance Management, recruitment, Leave/Records Management etc.  **Computer Knowledge**  **Platforms:** Windows 16.0/ XP/VISTA/98/2000/NT and DOS/Atlas etc **Packages:** Good command over MS Office Applications, updated with latest Office automation software.  **Technical strengths**   * ▪ Contract Management ▪ Project Management * ▪ A genuine counsellor ▪ Human Resource Planning, Coordination and Control   **Personal Qualities**   * ▪ Quick Decision Making ▪ Strong analytical and problem-solving skills * ▪ Excellent communication and team ▪ Values moral principles * management   **Achievements**   * • Reduced time and cost of finishing 2018 PNG United Nations Service Contract Salary Survey by proper planning, coordination and implementation in conjunction with the Consultant via my HR network to contact the intended comparators and successfully completed the Survey with favourable outcome [Nov – Dec * 2018] * • Successfully reviewed and compiled HR policy manual for HK Logistics-Health and Education Procurement Facility (HEPF). [August – Nov 2015] etc.   **Education**   * | Global University of Life Long Learning-California, USA 2015 * **Bachelor of Arts-Level One-Community Developmen**t * University of Papua New Guinea 2008 – 2011 * **Bachelor of Arts Degree-Major in Industrial Psychology** * Kabiufa Adventist Secondary School * **Higher School Certificate (Gr.11-12)** 2006-2007 * | English | Maths Major A| Chemistry | Biology   **Personal Details**  **Date of Birth:** 03rd May 1986  **Address:** C/-UNDP PNG PO BOX 1041, Port Moresby, NCD **Languages Known:** English, Pidgin & Sauga Vernacular  **Driving Licence:** Class (3) current  **Passport No:** C124696  **Referees**   1. **(I) Steven Paissat (II) Tonny Kepou**   UNDP PNG UNDP PNG  Operations Manager UN Common Services Manager  Phone:675-3212877 675-3212877  Mobile:675-72162162 72365916  Email: [steven.paissat@undp.org](mailto:steven.paissat@undp.org) ktuoni@gmail.com  Skype: steven.paissat   1. **Gayl Iramu**   Group HR Manager  Coral Sea Hotels  P.O BOX 1215  Port Moresby, NCD, PNG  Email: [GIramu@coralseahotels.com.pg](mailto:GIramu@coralseahotels.com.pg)  Phone: M: [(+675) 70](tel:+675%207009%204007)681739   1. **Judith Ugava-Taunao (Mrs.)**   General Manager- Citizen Development  Oil Search Limited  P.O BOX 842  PORT MORESBY  National Capital District  Phone:675- 3225737 Mobile: 675-71010042  Email: [judith.ugavataunao@oilsearch.com/judetaunao@gmail.com](mailto:judith.ugavataunao@oilsearch.com/judetaunao@gmail.com)   1. **Nelson Malip**   HR Business Partner  World Vision PNG  P O Box 4254  PORT MORESBY  NCD  Phone: 72034495/79934463  Email: [nelson.malip@gmail.com](mailto:nelson.malip@gmail.com)  ………. End of CV……... |