**Noel *Koletemu* Lindsay**

Mobile Ph.: (+675) 72 490 219 Email: nkoletemu@gmail.com

**CAREER OVERVIEW**

I am currently working with the *CARE International in PNG* under *its Pikinini Kisim Save (Elementary Education) Project (AusAID Funded)*, as a Project Officer – Entry Level.

Previously, I worked with the Rotarians Against Malaria (Global Fund) implementing and coordinating its nationwide household survey and bed nets distribution project. I have proven track record in planning, implementing and coordinating project activities such as training and providing support to district health teams, provide logistical support, implement activities, managing large budget and activity report writing while upholding positive relationship with others.

In summary, I have demonstrated experiences coordinating donor-funded programs with partners from government and community leaders in communities in the following provinces; New Ireland, Manus, SHP, ENB, Jiwaka, WHP, Madang, East and West Sepik, Morobe, Simbu.

**KEY STRENGTHS**

* Demonstrated experiences working with donor funded project *(including AusAID)*
* Demonstrated planning, organizational and reporting skills and experiences
* years of experience in coordinating community projects working with people
* Demonstrate effective communication, inter-personal skills with promoting positive and excellent working relationship with others.
* Excellent professional work attitude and commitment to work duty

**QUALIFICATIONS/EDUCATION**

**2008-2011 University of Papua New Guinea (UPNG)**

Bachelor of Arts Degree majoring Social Work and minor Public Policy Management.

**TECHNICAL SKILLS AND ABILITIES**

* Project Management
* Financial Management Skills
* Microsoft Office (word, excel, Power point)
* Driving Skills with license

**CAREER HISTORY**

1. **July 2018– Current CARE International in PNG Goroka, EHP**

**Project Officer – Entry Level, Pikinini Kisim Save (PKS) Elementary Education Project**

CARE International in PNG is an international development and humanitarian aid organization works in PNG communities, with a special focus on working with women and girls to bring lasting change to their communities.

Pikinini Kisim Save (PKS) Project with the CARE International in PNG is a large 3-year education project funded by the Australian Government through the PNG Partnerships Fund (PPF). The project aims is to address the gaps in elementary education by strengthening existing education stakeholders and service providers. Here, more attention was given to more remote communities of the province

As the Project Officer – Entry Level, I support the Project Officers (Leadership in Education Outcome) to improve the management and leadership of elementary schools in targeted elementary schools in Simbu Province (mostly targeting remote and disadvantage schools).

**Key responsibilities/accountabilities**

* Assist Project Technical Officer facilitate TOT for District Education Trainers.
* Compiling and procuring materials for project activities
* Provide logistical planning support to the team for trainings and workshops
* Travel to the field to support the roll-out of partner activities and contribute to activity report writing
* Develop monthly work plans and implement project activities as per the plan.
* Provide clear explanations of the Project and CARE’s work in PNG to partners, communities and other stakeholders to build positive working relationships.
* Prepare travel and per diem requests, and other logistics in a timely manner that are in-line with project budget while ensuring CARE financial, administrative and procurement procedures/policies are followed ..
* Participate in regular team meetings, workshops, trainings, etc.
* Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure compliance with the safety and security policies, procedures.
* Demonstrate an ongoing commitment to gender equality, diversity and child protection.
* Comply with CARE PNG’s financial and operational requirements, foster strong communication between operations and program teams and uphold high standards of honesty and integrity in personal conduct
1. **Jan 2015 – October 2015 Rotarians Against Malaria Port Moresby, NCD**

**Monitoring and Evaluation (M&E) Officer**

**Project Attached**: Mosquito nets distribution project, under the National Malaria Control Programme in partnership with Department of Health, funded by Global Fund.

**Task**: *Investigate and conduct quality checks on programmatic activities recently concluded in the field ensuring that the program was achieving its targets and goals*.

*Major roles and responsibilities but not limited to*; *(core)*

* Assist M&E coordinator monitor to assess field reports and maintain Project Officers compliance with the RAM programme procedures policies.
* Design and develop project M&E framework/template
* Plan & implement all M&E activities in consultation with project manager.
* Consult with Provincial and district health teams, team leaders, volunteers and the communities to obtain correct information on the project operation.
* Prepare M&E field travel plans/request, per diem requests, and other logistics in a timely manner and in-line with project budget
* Preparing budget, management (cash book& funds reconciliation) and acquittals
* Ensure project officers collect accurate data & information
* Timely submission of compiled reports to the project manager

**Key achievements**

* Successfully carried out project Monitoring & Evaluation activities across five provinces in 2015 in partnership with respective provincial and district health teams.
1. **Jan 2013– Dec 2014 Rotarians Against Malaria (RAM), Port Moresby, NCD**

**Project Officer**

**Task**: *Plan, implement, coordinate, & manage field household surveys & distribution of mosquito nets program in partnership with the Provincial Health Authorities.*

*Major roles and responsibilities performed but not limited to; Core*

* Plan, implement, coordinate, monitor above task in order to meet project objectives within budget & allotted time frame.
* Prepare field travel plans, per diem requests, and other logistics in a timely manner and in-line with project budget
* Train/support team leaders and project volunteers to implement activities
* Provide leadership to ensure project outcomes are achieved within planned
* Ensure accurate and timely communication and consultation
* Compiled/document project data collection through surveys done by volunteers
* Accurate and timely reporting of project activities to project management
* Any other tasks, duties directed by the project manager/supervisor.

**2012 – PNG Red Cross Society, Support Staff/Volunteer**

* Provide support to all programs
* Community awareness
* Assist Facilitate First Aid Training
* Organizing trainings
* Prepare reports

**Key achievements**

* Successfully managed and coordinated Mosquito nets distribution program activities across 10 provinces in PNG including some of the most remote parts of PNG from 2013 – 2015 in partnership with respective provincial and district health teams.

**Special Trainings**

* Gender, Equality and Diversity Training (Certificate), 2019, CARE International in PNG
* Child Protection/Safeguarding Training (Certificate)– 2019, CARE International in PNG
* Protection from Sexual Harassment, Exploitation and Abuse – 2018, CARE International
* Orientation and Induction – 2018, CARE International in PNG

**INTERESTS**

* Working in community development programs, facilitating support so people help themselves, socializing,

**REFEREES**

1. **Yanny Guman (Mr.)**, CARE International in PNG, *Coordinator* - *Gender, Child Protection & Disability Inclusion*, Mobile Ph.; (+675)73353279, Email: yannyari@gmail.com
2. **Ross Baibuni (Mr.)**, Rotarians Against Malaria*, National Operations Supervisor,* Mobile Ph. (+675) 72578415 Office Ph. (+675) 323 8924 Email: rbaibuni@gmail.com
3. **Michael Sembenombo (Mr.)** – United Nation Development Programme (UNDP) PNG, *Project Manager - Disaster Risk Management*, Mobile Ph. (+675)7114 2141 Office Ph. (+675) 321 2877, Email. michael.sembenombo@undp.org