**PRISCILLA BEPA**

**C/- Priscilla.Bepa**

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**Honest Professional**

**Core strength and abilities**

* A diligent and honest people oriented professional with five years of work experience working /teaching young people transforming their lives.
* Female President of the UPNG student Association having leadership skills and Youth Coordinator with proven track record of facilitating and coordinating Youth programs sponsored by Australian Church Run NGO ( ACBM) in Collaboration with Bougainville Youths.
* Good communication skills, team leader, self motivated and having the passion of helping people.
* Having the ability to negotiate customer’s preferences and customers satisfaction is my priority.
* Recently graduated with Bachelor of Arts in Social Work and Linguistics and communications (double degree) and now seeking new professional challenges.

**WORK EXPERIENCE**

**Juvenile Justice Officer (Trainee Student) 24th July –January 2019**

Community Based Correction (NCD/ Central Office)

Juvenile Justice Service

Department of Justice & Attorney General

* Conduct face to face counselling session for the clients on appointment basis especially the juveniles under the age of 18.
* Provide short telephone counselling for the survivors of GBV and children in the city.
* Provide information and points of referral for other support services were appropriate for the survivors of violence.
* Attended and take part in workshops in partnership with CHILDFUND advocating on the rights of children when they are accused of crime.
* Assisted juveniles on probation to update their weekly, bi-weekly and monthly reports.
* Facilitated diversion referred by police in appropriate locations for the juveniles.
* Attended to Juvenile court sittings and assisted in writing pre-sentence reports for juveniles
* Supervised Juveniles on Probation with their Community Service Work.
* Conducted awareness in Primary and secondary Schools on their rights and drug abuse.
* Attended Boroko District Court in the absence of regular probation officers to record the decisions by court and pick the probation order by the court.
* Writing Pre-Sentence Reports for Juvenile offenders, probationers upon request from the Boroko District Court and National Court, Waigani.
* Educating the juveniles (under 18 years old) laws that protect them when they come in conflict with the law (Protection purpose).
* Attending to clients on the daily basis (responding to telephone calls and registering the cases/ request/ messages.
* Make referrals of our clients to MERI SAFE HAUS if needed or Family and Welfare Office or Welfare Office.

**GESI POLICY OFFICER (Trainee Student) 4th April –June 2018**

**Department of Personnel Management**

* Assisted with GESI POLICY analysis of the data in regards to the Policy objectives and targets, and recommendations to improve performance of the implementations.
* Identified and analysed data extracted from the Public Service Human Resource Information Systems ( PSHRIS) on GESI POLICY
* Observed as a trainee student to the operation plans, updated budgets, and regular progress reports internally and externally.
* Developed Budget plans in excel format for the practicum & analyse, monitor, evaluate and produced report at the end of practicum.
* Observed gender sensitising trainings and other GESI related initiatives.
* Collected and categorized data for number of male and female employees in those public agencies
* Collected raw data and participate in agency profiling for all the public servants in Papua New Guinea.
* Identified and calculated the age range for males and females in the public agencies
* Compared and classified data collections by inserting of graphs and percentages
* Writing reports and doing presentation based on my practicum work plan according to my planning, monitoring, evaluation of the set goals and objectives.
* Attended an internal workshop at the Heard Office (DPM) for writing a report on the progress of the projects, challenges and concerns related to GESI Policy.
* Attended a workshop covering database & structure development link to GESI Monitoring & Evaluation framework using data entry and extraction tools creating dashboards, PIVOT tables and data analysis.
* Attended a workshop conducted by Department of Justice and Attorney General on the ‘Violence against Woman in PNG ‘at Holiday Inn.

**Media Assistant Officer 15th May 2016 -16th September 2016**

National Coordination Office for Bougainville Affairs (NCOBA)

Department of Prime Minister & National Executive Counsel

* Assisted Media Liaison Officer in collating relevant information for the Referendum & Political Development Division of NCOBA
* Maintained an up-keep on overall Information for the Referendum & Political Development Division and NCOBA.
* Attended to Parliament sitting and monitored media information relevant to the Bougainville government and PNG Government on matters relating to the referendum.
* Attended to client queries at the front desk in the absence of the receptionist.
* Managed and transferred calls from the switchboard in the absence of the Receptionist.

**DHL Buka Agent Manageress January 2012-December 2013**

DHL EXPESS, Courier Company

* DHL Buka Agent’s monthly claims are done on Excel spreadsheet and emailed to Heard Office in Port Moresby.
* Provided effective Monthly reporting of the incoming and outing shipments and report it to the Agents Manager in Port Moresby.
* Developed strategies for the shipments to be delivered to the respective clients across Bougainville Island.
* Supervised ground staff on their daily task.
* Maintained effective communication links via email, Telephone and text messaging to ensure client’s daily queries were followed-up, attended to and effectively solved.
* Planned and execute daily tasks and duties to the team.
* Interacting with clients on the daily basis (Picking up phones and answering the client’s queries).
* Manage the over roll DHL Agent operations in Bougainville.

**Finance and Admin Officer January 2010-November 2011**

**Bougainville Micro Finance Inc.**

* Updated the member’s respective accounts bi-weekly and monthly basis.
* Served clients on customer queries and provided administrative tasks on a daily basis.
* Assisted clients on loan queries and applications
* Did daily Banking for clients deposits
* Prepared and organized staff salaries.
* Take part in the Presentation of Bougainville Sports Tournaments Awards.
* Work with Grassroots people of Bougainville helping them to start up small business by giving them loans to improve their standard of living.

**EDUCATION**

**2016-2018 University of Papua New Guinea**

Social Work and Linguistics (Double Major)

Bachelor of Arts in Social Work & Linguistics

**2014-2015 University of Papua New Guinea**

Language and Communication

Diploma in Language and Communications

**2012-2013 UPNG Open Campus**

Certificate in Tertiary and Community Studies

**2010-2011 Institute of Banking and Business Management**

Certificate in Micro Finance Practice

Certificate in Micro Finance Practice (Pending) Because Of Incomplete Completion of Fees (Transcript Provided)

**2009 Buka International Christian Academy**

Upper Secondary School Certificate

**2008 Buka International Christian Academy**

Lower Secondary School Certificate

**CERTIFICATES AND ATTAINMENTS**

* 2018 – UPNG Bougainville Student Association
* 2017- UPNG BOUGAINVILLE STUDENT ASSOCIATION
* 2015- CAREER COUNSELING & EMPLOYMENT ENHANCEMENT
* 2011- DALTRON – PROJECT 2003 INTRODUCTION

-EXCEL SPREADSHEET AND WORD DOCUMENT

-CUSTOMER SERVICE

**VOLUNTEER WORK**

**2016-Vice Female President for Bougainville Student Association [UPNG**].

**2015- President of the UPNG Linguistics Student Association**

**2015- Five (5) Year Strategic plan Committee (H.R.D) Team leader.**

**2014- Spiritual Rep- Bougainville Student Association [UPNG]**

**2014- Female Rep for first year Linguistics Student Association [UPNG]**

**2012- Youth Coordinator for Bougainville Youths**

**Attended the Pacific Youth Conference in Fiji**

**2011- Youth Coordinator for Bougainville Youths**

**(Attended Pacific Youth Conference in Fiji (2011)**

**Languages Spoken**

* **English**
* **Tok Pisin**
* **Nasioi ( Kieta Tokples )**
* **Small Buka ( Tok ples)**
* **Nakobis ( South Bougainville Tokples )**

**Referees**

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| --- | --- | --- |
| **Name & Position** | **Address** | **Tel.No** |
| **Marie Balil ( Mrs)**  Senior Juvenile Justice officer ( NCD) | Community Based Corrections Office, 4 mile, P.O.BOX 7752  Boroko, NCD, PNG | (657) 3252731 |
| **Emmanuel Ginis (Mr.)**  GESI POLICY Manager whole of government NT branch -DPM | Central Government Office, Waigani.  Department of Personnel Management  P.O.BOX 519, WAigani | (675) 32763181  (675) 3276444  (675) 3276404  (675) 72905839 |
| **FR. Joseph Wojem**OP (Chaplain) | UPNG Campus,  P.O.BOX 79, UPNG  Waigani, NCD,POM | (675) 70401121 |
| **John KaupaKamasua ( Mr)**  Lecture and Strand Leader for Social Work Course | UPNG Campus  P.O.BOX 320  NCD, POM | (675) 3267128  73102381/73682178 |