**Maisan Pahun**

Kinabot Stage 2, Williams Road, Kokopo 613, East New Britain Province, Papua New Guinea

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**Professional Experience**

**MANAGER, INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

**Cocoa Board of Papua New Guinea I** [www.cocoaboard.org.pg **I**](http://www.cocoaboard.org.pg/)Kokopo, ENBP, PNG I August 2021 – Current I Reporting to Executive Manager, Industry and Corporate Service – Mr George Wauleau Email: [george.wauluea@cocoaboard.org.pg. Scope](mailto:george.wauluea@cocoaboard.org.pg) of work includes:

**Administration (Operational)**

* Procurement Design for ICT Goods and Service including contracts
* Program planning. CCB ICT 2022-2025
* Reporting (6-month & annual) including “Projects’ budgeting/acquittals
* Design and coordinating of Cocoa Boards CIMIS (Cocoa Industry Management Information System). The first of its kind – PNG Cocoa Industry.
* Implement security protocols for local server (Win 2012 Domain/active directory Server &) Environment and all virtual server (Mail Server/Xerox/Microsoft/google)
* Administration of various ICT utilities including Routers & Firewalls, Fortigate and Exinda, Wireless Radio device (PoE/self-managed),
* Coordinates, Communication platforms, marketing, and branding activities. Including upgrades and maintenance of all licensing and certified application within the organization ranging from Finance (Attaché, MYOB), to administration (MS Windows/Server/Office)

**Technical Support/Advisory**

* ICT Review Cocoa Board of Papua New Guinea June 2021 to November 2021
* Cocoa Board PNG Representative to various National programs, notably;

1. National Trade Organization on PNG’s website development of National Trade website portal
2. PNG Department of ICT on implement of PNG Digital Act 2022
3. CABI Funded PNG Plant Wise Database program
4. PNG Cocoa Board Database Development Project (CIMIS)
5. Field Operations Farmer Baseline Datasets Designing (M&E)
6. PNG Cocoa Industry Production Management Cycle Datasets design
7. PNG Cocoa Fine Flavor shows & Trade fare

* Coordinates monthly in-house ICT trainings to Cocoa Board staff. In two categories, executive Management/line managers and general staff

**PROVISION OF CONSULTANCY SERVICE [CONTRACT EXTENSION]**

**Productive Partnerships in Agriculture Project - Cocoa Component I** Kokopo, ENBP, PNG I Jan 2021 – May

2021 I Reporting to the Project Manager at Project Management Unit level – Dr John Moxon Email:

johnemoxon@btinternet.com

1. Completion of PPAP’s Environment and Social Safeguard report particularly the grievance registry from 2011 to 2020 in regard to Illegal Oil Palm incursion into traditional Cocoa Growing areas in ENBP
2. Provide Data and information to Global Witness Research into Illegal logging and Oil Palm in East New Britain Province. The report produced “The True Price of Oil Palm” is at https://www.globalwitness.org/en/campaigns/forests/true-price-palm-oil/

**INFORMATION AND COMMUNICATION CONSULTANT**

**Productive Partnerships in Agriculture Project- Cocoa Component I** Kokopo, ENBP, PNG I Nov 2011 – Dec

2020 I Reporting to the Project Manager at Project Management Unit level – Dr John Moxon Email:

johnemoxon@btinternet.com

Advisory (Industry Stakeholders and GoPNG Agencies)

* Information & Communication technology
* Social safeguard registry including Grievance Management,
* Outreaching and liaison (Public Relations) within Project region (NGI & Momase)
* Capacity Building and Institutional strengthening (Advisory to Cocoa Industry)
* managing of the PNG Cocoa Radio drama project, funded by European Union under PPAP. The 15- episode Radio plays broadcast from March to August 2020 on the National Broadcasting Commission Nationwide. The project was completed on time costing close to K100’000.00
* Design the project plan and procurement for Cocoa extension video production called “PPAP Revolution.” Preproduction Project costing over K100’000.00

*Technical responsibility,*

* Capacity training, mentoring and supervision of contractors and attachment officers
* Manage the project MIS (ppap.cocoaboard.org.pg) including the financial management system
* Management of ICT Network [Domain/Active Director Server 2008 RD, CISCO Merauke switch]
* Development and establishment of Cocoa Industry Website, PNG Cocoa website. [www.cocoaboard.org.pg](http://www.cocoaboard.org.pg). Including Internet Infrastructure design and setup in ENBP, AROB, Madang and ESP.
* Provide communication advisory to cocoa governing agencies

*Financial Responsibility,*

* Monthly Consultancy Reporting and financial invoicing and acquittals
* ICT Budgeting and work plan. Which include bi-annual, annual, 6-monthly, and monthly task plan

*Communications Operations*

* Develop Publication guideline and format for Cocoa Board’s Industry Newsletter (seven (7) Issues published from 2012 until 2019)
* Technical editor or editorial coordination to these publications

1. Artwork & Design of ‘A Guide to Establishing and Managing Commercial Cocoa Bud-Wood Gardens in Papua New Guinea’. First Edition – September 2015. ISBN 978-99980-270-6
2. Artwork & Design of ‘Guidelines and Procedures for the Establishment, Operation and Management of Commercial Cocoa Nurseries in Papua New Guinea’. First Edition September 2015. ISBN 978-9980-89-269
3. Artwork & Design of ‘Information Booklet for the Second Series of Provisional Release Clones – March 2013. First Edition September 2015. ISBN 978-9980-89-270-6
4. Produced the 2017, 2019 & 2022 Papua New Guinea Cocoa of Excellence branding and advertisement. Published on Paradise Magazine, the two Daily newspaper of PNG, PNG Air Inflight Magazine among others
   * 1. Public advocacy and promotion of PNG Agriculture innovations and technology thru various platforms as in public events or Public Media
5. Working committee and participant of the Morobe Agricultural show from 2016-2019
6. Representing Cocoa Board as leading contributor (finance/technical support) to the Bougainville
7. Chocolate show from 2012-2019
8. Technical Coordinator of the PNG Cocoa of Excellence event for the year 2017, 2019 & 2021.
9. attended the International Chocolate festival in Paris in 2017.
10. Attended over 50 National Forums/meeting nationwide from the year 2004 until 2019 representing PPAP including Participating to the NARI Innovation show 2014-2019,
11. Produce a short (*Canarium Indicium)* Video for Papua New Guinea Galip Nut. Video shown during the Dubai 2022 fair from the 21th -25th February 2022. Reference URL <https://www.youtube.com/watch?v=1HQK1kwVoyk&t=7s>

*Monitoring and Management Information System [MIS]*

* Project Liaison with World Bank MIS Contractors
* Project stakeholder meetings and with lead partner M&E officers
* Implement prototype Database in selected lead partner project sites. In East New Britain Province and Bougainville
* Train and coordinate Partnership Data entry Officers on use of prototype MIS
* Diagnostic, fix or upscale database log issues within Partnership office and of consultants
* Upgrade, provide patch for the MIS on each site and od Data held depository
* Monthly compile and verification of Data entries for all Partnership

**OPERATIONS MANAGER/IT COORDINATOR**

**Gazelle International Hotel** I [www.gazelleinternationalhotel.com I](http://www.gazelleinternationalhotel.com/) Kokopo, ENBP, PNG I Oct 2010 – Oct, 2011

Reporting to the General Manager – Mr Mike Garvey

Scope of core activities include,

* Installation and Configuration of the business operational stock, sales and financial systems. Hotel Management Software suite IDS ([https://www.idsnext.com/).](https://www.idsnext.com/)
* Assets management and coordinating of the Hotel Maintenance and ground crew
* Coordinating the promotion and events. Events ranging from in-house cocktail parties to local weddings and regional acts/performance.
* Conduct weekly operational meeting/discussion/action plan with Subordinate staff include Duty Managers and frontline Supervisors. Managing Core ICT team of 4 people on 3 hourly sift/24hrs

**INFORMATION AND COMMUNICATION OFFICER**

**National Agricultural Research Institute (NARI) I** [**www.nari.org.pg I**](http://www.nari.org.pg/)LAES Kerevat, PNG I Sep 2007 - May

2010. Reporting to Mr Gadi Ling

* Manage NARI’s Lowlands Islands Agricultural Research Information, Communication & Outreach Center. The Information Centre inclusive library and mini computer lab
* Coordinate the programs information & knowledge Annual promotional activities. Field days, shows, forum and events. Coordinate the staging of LAES 80th Anniversary 5-day celebration event in September 2008
* Upgrade of LAES Kerevat PABX telephone system using Telikom Private Public Programme in 2009
* Was part of the Inaugural PNG PANGTEL Approved ARNET Broadband implementation group from 2008- 2010
* Manage Australian AID funded (DGTP- MDI) Radio Drama Project called “*Wok Didiman wantem Bideman*.” A collaboration work between NARI and the National Broadcasting Commission (NBC). The project produced 20-radio play base on Agricultural Research based Technologies. Project total cost was over K120’000.00 kina, with 80% Donor funded.

**INFORMATION AND COMMUNICATION CADET TRAINEE**

**National Agricultural Research Institute (NARI) I** [**www.nari.org.pg I**](http://www.nari.org.pg/)Various Agricultural station around PNG I May 2005 – Sep 2007

Reporting to Dr Allan Quartermain and [Late] Mrs. Eileen Kolma

Completed a two year (2005 -2007) Agricultural Research & Development Training Program in the areas of Agricultural sciences. Did two Cadetship project called “Digital Poster” and “PNG NARS Database.”

* Setting up Dial-up Modem for basic internet connectivity in all remote NARI research Station in PNG. Notably Tambul, Aiyura, Kerevat, Laloki and Aiyura
* Had a stint as Newsletter Editor for ‘Bi-Monthly NARI Nius’. Production Issue #48, 2006

**EDUCATION BACKGROUND**

2001 – 2004 **Bachelor of Arts [BA]**

**Information and Communication (Major)**

**University of Papua New Guinea I** Port Moresby, Papua New Guinea

**REFFEREES**

**Mr Anthony Vigil**

**Former Acting Chief Executive Officer**

Cocoa Board of Papua New Guinea

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**Dr John Moxon CBE**

**Managing Director Frangipani Food Company**

Kerevat, East New Britain Province

P O Box 773, Kokopo

Email: johnemoxon@btinternet.com

Mobile: +675 71290171

**Ms Ellina Iamu**

**A/Financial Controller**

Cocoa Board of Papua New Guinea

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**Hon. Yolande Geraldine Paul**

**Minister for Primary Industries and Marine Resources and Member for Central Women's Regional Seat** Autonomous Bougainville Government

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