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|  |  RESUME: MS. WILMA M. MARU |
| Last Updated: 10-01-17 |  |
| C:\Documents and Settings\W_Maru\My Documents\Wilma\Picture 008.jpg | **DATE OF BIRTH:** June 3rd 1981 [35yrs]**HOME PROVINCE:** Morobe/Sandaun **District:** Wau/Vanimo **Country:** Papua New Guinea**CURRENT ADDRESS:** Police Head Quarters, Human Resource Division, P.O. Box 85, Konedobu, National Capital District, Papua New Guinea**MARITAL STATUS:** Married **MOBILE:** +(675) 73830407/79414711/76309759 TELEPHONE: +(675) 322 6103 (Direct)**EMAIL:** wmaru@rpngc.gov.pg or wilmamaru3@gmail.com**HEIGHT:** 163cm **WEIGHT:** 85kg |

ObjectiVE

Setting standards, being ambitious and dynamic in my current role as an IR/HR practitioner. Ensuring that my knowledge, skills and experiences are better utilized to achieve positive results for the benefit, development and success of the organization.

EducatiON

* University: University of Papua New Guinea, Waigani Campus: [2001 - 2004], Waigani, National Capital District, PNG Bachelor of Arts Degree
* **Secondary**: St. Ignatius Secondary, Grades 11 - 12 [1999 - 2000], Aitape, Sandaun Province – Grade 12 Certificate
* **High School**: Kiunga Provincial High, Grades 7 - 10 [1995 - 1998], Kiunga, Western Province – Grade 10 Certificate

Certificates

* Certificate of Participation in the training course: Emotional Intelligence: Certified Leadership Skill & Assessment, Lamana Hotel, 30th November – 02nd December 2016, Port Moresby, NCD
* Certificate in Pre-Retirement Counselling, Ela Beach Hotel, 28th – 29th July 2016, Port Moresby, NCD
	+ Certificate in MS Access 2010 Level 1, Datec Learning Centres, 13th – 14th May 2013, Port Moresby, NCD
	+ Certificate in Train the Trainer-PNG Human Resource Institute, PNGHRI, 28th May – 01st June 2012, Lae, Morobe Province
	+ Certificate in Introduction to Laws on Human Resource Management, PNGHRI, 16th July- 20th July 2012, Lae, Morobe Province
	+ Certificate of Recognition - Human Resource Management in Department of Personnel Management, 28th September - 2nd October 2009, Port Moresby, NCD
	+ Certificate of Attendance - Public Service Induction Program, 21st – 25th September 2009, Port Moresby, NCD
	+ Certificate of Attendance - In-house Training on Product & Service Knowledge, May 2007, Port Moresby, NCD
	+ UPNG BA Degree - Language/Business, April 2005, Waigani Campus, NCD
	+ Certificate of Attendance - Attended the Family Life International Symposium, conducted by the Diocese of Vanimo, January 29th - 30th 2005, Vanimo, Sandaun Province.
	+ Higher School Certificate, Grade 12, 2000, Aitape, Sandaun Province
	+ High School Certificate, Grade 10, 1998, Kiunga, Western Province
	+ Primary School Certificate, Grade 8, 1994, Kiunga, Western Province

COMPETENCIES& SKILLS

1. Microsoft Office Applications including Word, Excel, Access, Internet, Power Point and Publisher

2. Concepts of Computing & basic network setup

3. Effective Oral & Written Communication Skills

4. Fair working knowledge of the Alesco Payroll & HRIS System (Concept Software)

5. Planning, Policy Research and Analysis and Policy submissions drafting and documentation including drafting of MOAs, MOUs, etc.

6. Negotiation & Problem Solving (Conflicts/Grievances Management and Resolutions) knowledge & skills

7. Leadership, Management and Decision-making experience & abilities

8. Well versed and knowledgeable in the Public Services Processes and Systems of Industrial Relations and Human Resource Coordination, Management and Administration including Payroll Administration and contract management

9. Have a sound knowledge and understanding of various Acts, Legislations and Regulations i.e. Public Service (Management) Act 2014, Industrial Relations Act, Public Service General Orders, Police Act 1998, Royal PNG Constabulary Standing Orders, Industrial Organizations Act, Fraud and Limitation Act, Labor/Employment Act, Non-Citizens Employment Act, Industrial Relations Process in PNG, Public Finance Management Act, Public Service Business Process, Government/Business Regulatory Process, etc.

attributes

I consider myself as:

* Creative, Self-Motivated and Results Oriented.
* A team player capable of performing to standards and meeting the expectations of the organization
* Committed and focus on organization’s developmental issues
* Open minded for challenges and criticisms as well as taking on tasks and responsibilities with confidence and due diligence
* Having the highest standard of discipline, code of conduct and confidentiality of vital information
* Effective, efficient and reliable in disseminating and communicating the values, vision and mission of the organization

work experiencies & responsibilities

* + **Royal Papua New Guinea Constabulary – Officer In-charge of Industrial Relations, October 31st 2011 – October 31st 2017 (current). Three (3) year Fixed Term Contract of Employment (Contract Renewed)**

**Duties:**

1. Representing Royal PNG Constabulary on all industrial matters and attending meetings and conferences related to industrial relations with worker’s union/ industrial organizations, Labor Department, Department of Personnel Management and other government and statutory agencies;
2. Managing the Industrial Relations Branch and all issues related to Industrial Relations including employee discipline, employee grievances, interpersonal conflicts/disputes, etc.
3. Liaising with payroll section on the implementation of salaries and allowances for all officers as per PEA MOA and Royal PNG Constabulary MOA on employment terms and conditions;
4. Maintaining regular liaison with the Police Association on matters of industrial & employee relations;
5. Providing advice, interpreting and disseminating legislations, government policies and decisions in terms of human resource or industrial relations to line managers and employees;
6. Assessing and making recommendations on all Industrial/Human Resource Policy matters to the senior management, supervisors and section heads in terms staff welfare, staff discipline, recruitment, selection and training, reinstatements, contract administration and management and workers compensation from all sectors of the Royal PNG Constabulary;
7. Providing technical advice and recommendations to all officers, line managers and management on interoperation and application of Industrial Agreements, Awards, HR policies and procedures and all Industrial/Human Resource matters including the Terms and Conditions of Employment in the Public Service to the management as per the Public Service General Orders, Public Service (Management) Act, Employment Act, Police Act (1998), Labor and Industrial Relations Act and other relevant legislations and Acts; and
8. Perform other duties as directed consistent with the above. Support the Constabulary’s Code of Ethics by demonstrating a visible personal commitment to the Constabulary’s Corporate Vision, and overall objectives. Provide informed advice and direction to line managers and staff to successfully implement the Constabulary’s Corporate Values in line with the HR Corporate Goal.
	* **Other additional Roles & Responsibilities:**
* **Acting Manager Contracts Administration**: January 25th 2013 – December 20th 2013**,** Human Resource Division. Provided advice and interpretation, drafting and management of performance based contracts, fixed term contracts and short term contracts;
* **Acting Manager Contracts Administration:** January 05th 2015 – February 05th 2016 Human Resource Division. Provided advice, drafted and managed employee contracts; and
* **Technical Adviser & Panel member:** Recruitment & Selection Panel for Civilian & Contract Positions 2012 – current – Human Resource Division. Currently an active member of the panel providing advice and participating in recruitment and selection of applicants for vacant funded positions.
* **Member of the Senior Management Team, HR Division:** currently reports to the Assistant Commissioner of Police Human Resource Division
* **Police Department Insurance Program:** Currently supervising the Insurance Officer in managing claims from 5000 plus members for Medical & Life Cover
* **Preparation of annual budget submissions for my section within the human resource division**
	+ **Department of Personnel Management – Industrial Relations Officer, November 21st 2008 - October 28th 2011**

 **Duties:**

1. Assisted the Industrial Advocate in assessing industrial claims from the Public Sector Unions;
2. Assisted the Industrial Advocate in representing the State at Arbitration Tribunals in the Minimum Wages Board;
3. Attended meetings and roundtable negotiations on industrial awards, agreements with Industrial Organizations such as Health Workers Union, Public Employees Association, etc;
4. Assisted senior officers in drafting Industrial Agreements, Awards & MOUs for unions on terms and conditions of employment for its members in the Public Service;
5. Assisted the Industrial Advocate in ensuring that efficient and effective advocacy service in the Public Service is maintained; and
6. Provided technical advice to clients on interoperation and application of Industrial Agreements and Award, provided advice and recommendations to line agencies across the Public Service on all Human Resource Policy Issues and Terms and Conditions of Employment in the Public Service as per the Public Service General Orders, the Public Services Management Act and other relevant Acts, Legislations & Policies.
	* **UPNG Open College – Administrative Officer, Professional & Continuing Education Branch, 1st August 2008 – 18th November 2008**

 **Duties:**

* Planning, Marketing & Advertising all available certificate, diploma and degree courses;
* Assisting Tutors in facilitating Entry Tests, Registration & Enrolment, updating Assignments & Examinations registry;
* Data management, managing Open College Standing Committee Records, Tutors & Tutorials file management, Lahara Sessions’ records & management;
* General reporting, management & supervision of all administrative & support services.
	+ **Professional Staff Training College – Team Leader Logistics Division, 3rd March 2007 - 31st July 2008**

 **Duties:**

* Overall supervision of the Logistics Division
* confirm student registration,
* supervise bulk production & dispatch of study materials for trainees throughout the country through DHL, Post PNG Express Mail Services, arrange examination dates,
* liaise with trainees, consultants regarding their respective courses and programs,
* arranging office stationeries supply,
* Arrange and make bookings for travel, accommodation and meetings with other organizations and institutions.
* filing, updating records and dates of dispatch, delivery dockets; and
* performing other administrative and logistical duties as and when required by the management
	+ **Nationa**l **Aids Council Secretariat, Provincial Programs/Response Division – Program Support Officer, November 1st to December 24th 2004 [Six weeks’ job experience]**

**Duties:**

* Data entries of all correspondences, queries and submissions from NGOs, church-run organizations and other institutions that work and receive direct funding from NACS
* coordination of workshops, travel schedules, i.e. venue and accommodation, flight bookings and confirmations; and
* performing other duties as and when required by the Provincial Programs Manager
	+ **Practical Teaching at June Valley Primary School (10 weeks) Term 2, 2002**
	+ **School Prefect, Kiunga Provincial High (now Secondary School), Grades 10, 1998**

Interests & hobbies

* + Telling stories, jokes, meeting new friends, reading, gardening and socializing.
	+ Playing sports such as tennis, rugby touch, soccer, basketball and volleyball.

mAJOR ACHIEVEMENTS: 2011-CURRENT (2017)

* Successful negotiation and implementation of the Police Pay Fixation Agreements (MOA) 2011-2013 & 2014-2016 between Department of Personnel Management, Treasury, Finance and Police Association;
* Successful negotiation and submission to Treasury department for annual funding of insurance premiums for life and medical cover for 5000+ members of the Royal Papua New Guinea Constabulary. Funding is at the cost of 6 million kinas per annum and increases annually with increased recruit intakes;
* Successful implementation of Government’s Directive on Performance Based Contracts for all Provincial Police Commanders and Directors within the Royal Papua New Guinea Constabulary;

* Successful implementation and coding of allowances through the Alesco Payroll System in liaison with Finance Department for designated senior contract officer positions

Referees

1. **IVEN LAKATANI (Mr.)
Chief Executive Officer – Administration**

**New Ireland Provincial Administration
P.O. Box 103, Kavieng, New Ireland Province, PNG**
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**Email: LakataniI@nipadmin.gov.pg**

* **RELEVANCE: Former Immediate Supervisor**
1. **Gasper LAPAN (Mr.)**

**National Equal Employment Opportunity Coordinator**

**Police Department**

**Human Resource Division**

**P.O. Box 85, Konedobu 121, National Capital District, PNG**

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 **Email: glapan@rpngc.gov.pg**

* **RELEVANCE: Current National EEO Coordinator, RPNGC**
1. **PAUL YAPARI (Mr.)
Royal PNG Constabulary Recruitment Manager**

**Royal PNG Constabulary
Human Resource Division
P.O. Box 85, Konedobu 121, National Capital District, PNG**
**T (+675) 322 6224 F** **(+675) 322** **6226 M** **(+675)** **7626 0483/7926 8592**

**Email:** **paul\_yapari61@gmail.com**

* **RELEVANCE: Current Royal PNG Constabulary Recruitment Manager**