**Address:** **C/- P.O. Box 4414**

**LAE 411**

**Email:** [**vbkaupa@gmail.com**](mailto:veronica_biwa@yahoo.com.au/vbkaupa@gmail.com) or **veronica\_biwa@yahoo.com.au**

**Telephone:** **BH:**  **472 5566/ 472 2742**

**Cell Phone:**  **72081662**

**Discipline:** Land Administration (Alienated/Customary), Valuation, Property Management, GIS

**Education/Qualification:**

Graduate Certificate in GIS 2010-2011 University of Queensland, Australia

Bachelor in Land Studies 1995-1998 PNG University of Technology

Higher School Certificate 1993-1994 Keravat National High School

***Summary/Skills:***

A results-driven Land administration and management professional with 17 years’ experience who is confident, reliable and committed to the land profession excellence. I have skills to;

* Administer Land (Land administration) – Alienated Leases management, acquisition, conveyance, Incorporated Land Groups for Customary Leases and Voluntary Customary Land registration processes
* Conceptualize and analyze issues/information effectively
* Communicate effectively; both verbal and written (English/Tok Pisin)
* Report Writing within deadlines
* Valuation – Inspections/Report writing
* Property Management (Leases, Lease Administration,
* Computer Literate - GIS/Remote Sensing

-Ms Word, Excel and Power Point

***Work History:***

**1. Compliance Officer (Momase) –2019**(current) Dept. Lands & Physical Planning

**Duties**

* Making sure all state leases in the region comply with all covenants
* All non-compliance issues satisfactorily resolved by negotiation
* Site inspection and preparation of Notices to Show Cause for lease condition defaulters (non-payment of land rent and undeveloped leases)
* Preparation of Forfeiture instruments when negotiation/fines do not eventuate or upon the recommendation of the Department Secretary

**Other duties in support of Alienated Lands Division/DLPP**

* Land Allocation process for Land Board Purpose
* Lease processes
* Conveyance (Title Transfer, Contract for Sale)
* Replacement Titles
* Valuation (Reports for registration to PNGVRB)
* Customary Land Matters (Dissemination of Information)

***Achievement***

Following up and executing Lease Grant (LG) and Lease Acceptance Forms (LAF) for successful applicants with the printing, registration and issuance of almost 20 land titles so far from land board meetings from 8 to 10 years back.

**2. Compliance Officer (Momase) – 1994-2009 (old Structure)**

* Making sure all state leases in the region comply with all covenants
* All non-compliance issues satisfactorily resolved by negotiation
* Site inspection and preparation of Notices to Show Cause to lease condition defaulters (non-payment of land rent and undeveloped leases)
* Preparation of Forfeiture instruments when negotiation/fines do not eventuate or upon the Department Secretary’s recommendation forfeiture

**Other duties in support of Alienated Lands Division/DLPP**

* Land Allocation process for Land Board Purpose
* Lease processes
* Titles/Conveyance issues

***Achievement:***

Successfully served Notices to Show Cause resulting in the forfeiture of state leases that failed to comply with lease conditions stipulated under Section 122 of the Land Act No.45 of 1996 making land available for other potential developers to bid through advertisement in the Government Gazette.

**3. Lands Officer – 2001 -2003**

* Revenue collection in Lae City through door to door invoice issuance and bank/company cheque collections.
* Assisted Provincial Lands Division with Allocation and Leases matters relating to State Land
* Assisted the Regional Valuer prepare valuation rolls for the region (Momase)

***Achievement:***

Collected K19million of the K23million in outstanding land rent anticipated for Morobe Province for the 2003 financial year achieved mainly through public transport, walking and knocking on doors.

***Interests:***

Meeting new people, Research, Sports (Soccer/Rugby), TV, Writing job application/resumes for others and Church

***Referees:***

**1.** Senny Kai – Senior Compliance Officer (Momase)

Dept. Lands & Physical Planning

P.O. Box 4414

**LAE 411**

Telephone: (675) 472 2742 Digicel: (675) 727 98945

**2.** Paul Rawaiya- Private Valuer

P.O. Box 2796

**LAE 411**

Digicel: (675) 722 41473

3. Gerard Lamis – Provincial Valuer

Division of Lands

P.O. Box 412

**LAE 411**

Ph: 472 7683/ 472 7988