**CURRICULUM VITAE**

SIMON NIANFOP

**CONTACT DETAILS**

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**OVERVIEW**

A communications, media and public relations professional with 5 years of experience. Former employment engagement as a journalist in print and radio mainstream media, then as communications and media relations officer, currently serving as a public relations executive at PNG’s only premium accounting body.

Experiences among others included research, collate and gather information, adapt, develop and design contents for publication, online, print, radio and visual. Ability to engage in stakeholder consultations & public diplomacy initiatives and advocacy. Ambitious and outgoing personality in work & personal career development.

**KEY STRENGTHS/SKILLS**

* Demonstrated experience in print material publication & local media publication (news).
* Demonstrated experience in social media platform best practises, websites use and online trafficking.
* Knowledge and use of Digital photography equipment and audio recording devices.
* Understanding and knowledge of developing communication plans/ campaigns/ advocacy.
* Demonstrated experience in online content writing.
* Understanding the use of Word Press and blogging for cause and effect.
* Familiarity with designing software applications, specifically, adobe suite; Indesign, Photoshop, Acrobat, Premiere Pro, Audition and Illustrator.
* High level computer skills in MS Applications, Word, Publisher, Excel etc
* Speed Typing 25-30 words/minute and shorthand notetaking.
* Public Speaking, Presentation and facilitation experience & Skills
* Demonstrated experience in support facilitating Media and Advocacy Trainings
* Demonstrated experience and knowledge in Translations/ Interpretation *Tok Pisin* to *English* vice versa.
* Knowledgeable and experience in media practises.
* Experience in Media Networking & Stakeholder Relations.
* Ability to travel and work on location.
* Sound understanding in content writing for specific target audience.
* Media monitoring and Emergency/ Crisis Communication Experience
* Experience & Knowledge of Public Diplomacy.
* Adaptability and creative in demanding work environment

**EDUCATION & TRAINING RECORD**

***2010-2013*** BA. PNG Studies Divine Word University, Madang

***2008-2009*** Upper Secondary Certificate, Dela Salle Secondary School, Bomana

***2006-2007*** Lower Secondary Certificate, Dela Salle Secondary School, Bomana

***1998-2005*** Upper Primary School Certificate, St. Paul’s, Gerehu Stage 6, NCD.

**EMPLOYMENT RECORD**

**Certified Practising Accountants Papua New Guinea**

The only internationally recognised and nationally mandated accountancy professional body in PNG, regulating, coordinating and maintaining standard accountancy practises in the country.

***2018- Public Relations Executive***

**Papua New Guinea Red Cross Society**

An auxiliary to the Government of PNG rendering humanitarian assistance during times of natural disasters to badly affected population.

***2016-2017 National Communication and Media Relations Officer***

**RECENT KEY RESPONSIBILITIES**

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| **Communications Content**   * Work closely with the Senior Management Team, consultants and contractors to produce communication content across numerous platforms which generates target audience engagement and awareness of RC/ CPA PNG activities, supports the enduring relationship between the National Society and stakeholders. * Proactively identify and capture stories, and program impact, with a focus on human interest and beneficiaries in both written and visual formats. * Ghost-write and assist with communications, speeches and articles for program staff, stakeholders, and the community-at-large. * Edit and proofread promotional and reporting materials from activity streams in a timely, concise, and professional manner. * Assist with the layout of content in InDesign, photoshop, powerpoint, Word, and Illustrator templates. * Produce, edit and publish approved success stories on Fednet website, and other online platforms. * Maintain a system for the storage and easy retrieval of media content for multiple purposes. * Monitor media and events to identify opportunities to promote positive impacts. * Support the integration of Gender Equality, Disability and Social Inclusion approaches across communication activities.     **Quality Communications and Promotions**   * Ensure that all communications output conforms to consistent style, messaging, and quality. * Ensure that all branding is correct for all internal and external communication products and where it is incorrect rectify it as soon as possible. * Ensure that all photographs distributed by the national society are of high quality and are brand compliant. * Have all products reviewed by the Senior Managers responsible for the activity the product concerns, and also external partners. * Train and induct new volunteers, staff on branding including design and language etc. * Assist with events and public affairs activities to ensure they are compliant in terms of communication and value for money. * Stakeholder Consultations and Event Management * Stakeholder Awareness and Promotions   **Operations**   * Ensure activities are implemented in accordance with branding and Operations Manual. * Ensure all financial transactions are in accordance with Financial Manual. * Support the monitoring and evaluation of activities through data collection and other contributions to the progress and annual reports and other ad hoc reports. |

**PNGFM Limited**

A subsidiary radio station of Fiji FM Limited, an entertainment, health, business, sports, technology, fashion and news radio station and event management company based in Port Moresby. It broadcasts Yumi FM, Nau FM & Legend FM

***2016- Journalist***

**The National Newspaper**

PNG’s N0.1 daily newspaper a subsidiary of the Rimbunan Hijau group of companies. Publishes top stories, in politics, business, health, sports, lifestyle, properties, finance, entertainment, marketing and advertising, opinions etc.

***2014-2016 Journalist***

**PROFESSIONAL AFFILIATION/ SHORT TRAININGS/AWARDS**

* Defamatory & Reporting Guide In-house Training, *The National*, Port Moresby
* Certificate in Remote and Workplace Basic First Aid, Port Moresby
* Certificate in Toast Masters Public Speaking, Madang DWU Chapter
* In house Training on Membership Relationship Management System CPA PNG
* Participation Approach to Safe Shelter Awareness, Port Moresby
* Participation Humanitarian Diplomacy, Pacific People of Influence, Port Moresby
* Participation Safer Access Workshop, Hagen Western Highland Province
* Induction to International Humanitarian Law (IHL), Port Moresby
* Former IHL working Committee Rep.
* Divine Word East Sepik Students’ Association, Madang
* Divine Word University Alumnae
* Certificate of Leadership Recognition Dela Salle Secondary School Bomana
* Royal Society for the Prevention to Animals (RSPCA) Volunteer, Port Moresby

**REFEREES**

**Mr.** Freeman Manyavi

PNG Red Cross A/Disaster Management Coordinator

**Tel**: 325 8577 **Ph**:70649168  **Email**: manyavif@gmail.com

**Chief Superintendent** Simon Sobaim

PNG Correctional Service Internal Affairs Director

[**Tel**: 312 1719](Tel:3121719) **Ph**: 71078982

**Ms.** Ellen Tiamu

The National, Weekender Feature Editor

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