

Sethy Melenamu

Fresh Wota 64,

Port Vila, Vanuatu

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PROFESSIONAL PROFILE:

Office Administration Manager; Finance Clerk, Procurement and Logistical expert

PROFESSIONAL GOAL:

To use my career to help elevate the standard of living and to promote the of Ni Vanuatu workforce and to contribute to the outcome of improved quality of life for Ni Vanuatu.

ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

UN Women, Market Management and Administration, Certificate, Port Vila	2019
Australian Pacific Technical College (APTC), Certificate Youth Work	2015
Vanuatu Institute of Technology, Certificate Year 12	2008
Year 9 Certificate in Finance	2005

PROFESSIONAL EXPERIENCE:

Pikinini Playtime, Project Manager, 300 Coconut Bag Project

2020-present

Responsible for administration of Canada Fund Project to provide livelihood opportunities for people with disability and young women and unemployed youth collecting plastic waste and manufacturing recycled market bags. Providing training and awareness at Community Level on Climate Change, Plastic Waste, Disaster Risk Management and Gender Equality.

Port Vila Municipality, Finance Administrator, Port Vila Market

2018-2020

Responsible for financial and administration management of Port Vila Central Market. Duties include:

- Collection of revenue, banking of income with Treasury, financial reporting, reconciliation
- Market business planning and workplan implementation
- Reporting on activities
- Liaison for market vendors
- Oversight and arrangement of repairs and maintenance of market premises
- Identification of sub-contractors for repairs and maintenance
- Supervision of market refurbishment donor project, management of sub-contractors and municipality employees assigned to project

Port Vila Municipality, Ward Clerk

2017-2018

Responsible for ward duties for Freshwota 1-6 and Tassariki Wards to implement all municipal actions and activities on behalf of Port Vila Municipality. Duties included

- Collection of revenue such as property taxes, constituency allocation and acquittals
- Budgeting and management of community ward funds
- Banking with Treasury, financial reporting
- Procurement following government procurement process
- Logistics for Municipal trainings, functions, awareness for Ward business
- Office administration
- Inspection of ward located businesses to check adherence to municipal regulations, such as Kava Bars, shops, second hand shops, schools, churches and 20 Vatu sellers to ensure health and safety regulations being met

The Pacific Community (SPC), Senior Office Administrator

2016- 2018

Responsible for oversight of full office administration for international organization Regional Office. Acting as assistant for 2 large projects, Youth@Work (Santo and three provinces) and TC PAM recovery (4 Million Euro). Duties include:

- Banking, Office logistics
- Procurement following SPC Procurement Procedure
- Reception, telephone system management, taking of messages, making appointments
- Timesheet management for payroll
- Customs clearances
- Typing, Lamination, Photocopying
- Workshop/Training set up
- Reservation reconfirmations, hotel and airline arrangements for SPC staff and consultants
- Duty Staff logistics (international staff and consultants)
- Drafting correspondence and papers for management
- General word processing – I am adept at Microsoft Office programmes
- Circulating office communications, as directed by the management – I respond to all tasks as assigned by management and understand the key importance of communications in an office
- Maintain stock of office stationery supplies
- Maintain Mail register, Collect and dispatch mail
- Office Hygiene to WHO standard
- Training and Supervision of office interns on office logistics and procurement duties

Vanuatu Youth for Change, Chairperson

2015-2016

Employed as Chairperson for youth organization; responsible for oversight of financial records, fund raising, expenditure, acquittal and reporting; responsible for calling, chairing and reporting on meetings of the organization board and management.

Youth Justice Project, Wan Smol Bag and Stretem Rod Blon Jastis, Staff Officer

2012-2014

Serving under Justice project as officer, responsible for fixed assets, especially media equipment. Duties included financial management and procurement of project equipment, reporting against workplan and meeting deadlines for project activities.

Future Capital Corporation (NuEra), Officer, Administration Officer and Messenger *2010-2011*

Serving under Justice project as officer, responsible for fixed assets, especially media equipment. Duties included financial management and procurement of project equipment, reporting against workplan and meeting deadlines for project activities.

Additional Skills/Qualifications:

- MSG SPC Emerging Youth Leader of Melanesia
- Internet and email proficient
- Trained in MS Office Programme (Word, Excel and Power Point)
- Trained in bookkeeping and basic accounting

Interests:

- Sports, Music, Youth leadership

Referees:

Mia Rimon
Regional Director, Melanesia
The Pacific Community
P.O.Box 6248, Port Vila
Tel: 7308046, email: Miar@spc.int

Yalu Sawia
Freshwota Counsellor, Port Vila Municipality
Tel: 7768241

Cecile Depuille
Project Coordinator
SPC KfW PAM RECOVERY Project (current Project Manager Pacific Fisheries Leadership Programme, based in Noumea)
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