**CURRICULUM VITEA**

**OF**

**NGCOBO CEBOLENKOSI**

**PERSONAL DETAILS**

Surname : Ngcobo

Name : Cebolenkosi

Gender : Male

Date of birth : 11 March 1990

Identity number : 9003115762085

Nationality : South African

Marital status : Single

Physical address : Block H

 Soshanguve

 0152

Postal address : 795 Block H

 Soshanguve

 0152

Email address : ngcoboc@webmail.co.za

Contact number : 071 2285 242/ 012 441 3807

Home language : isiZulu

Other languages : English, IsiXhosa and Sesotho

Health : Excellent

**ACCADEMIC DETAILS**

Highest qualification

University : Tshwane University of technology

Qualification : National diploma in language practice

Year completed : 2010

Major subjects applied : Applied isiZulu

 Applied English

Language and translation practice

General language and dynamic

Computer usage

**MATRICULATION**

School : Hambangendlela high school

Year completed : 2006

Subjects’ : isiZulu

English

Afrikaans

Geography

Biology

History

**COMPUTER SKILLS**

I am able to use the following programmes completely:

● Ms Word

● Ms excel

● Ms PowerPoint

● Ms front page design

● Internet

**WORK EXPERIENCE**

**PREVIOUS WORK**

Name of department : Department of Education

School : Ntathakusa Secondary school

Position : Language Educator, English and isiZulu

Period : January 2012 to December 2012

Reason for leaving : End of contract

**PREVIOUS WORK**

Name of department : Department of Arts & Culture

Position : Translator and Editor

Period : 15 August 2012 – 28 May 2014

Duties : I translate government documents from English (source

Language) into IsiZulu (target language). I do copy editing, editing and proof reading of internal/external publications, external newsletters, member guide, employee newsletters, annual report, strategic documents, leaflets and other publications. Oversee language quality control of internal and outsourced work. Manage service providers and freelancers.

**PREVIOUS WORK**

Name of department : Octomate Company

Position : Part time IsiZulu Translator and Material Developer

Period : 15 January 2014 – 28 May 2014

Duties : Translate and edit, develop IsiZulu learning material and Facilitate workshops. Conduct assessments and tests.

**CURRENT WORK**

Name of Department : Department of Sport, Arts, Culture and Recreation

Position : Assistant Director: Language Development

Period : 01 June 2014 up to date

Key Duties : Develop languages in the Province, Promote literature and multilingualism in Gauteng Province. Provide support services to Provincial Language Committee. Ensure implementation of Language Policy framework. Translate and Edit documents.

**ABILITY AND SKILLS**

I am a young motivated and determined young person. I put effort in everything I do. I am not intimidated to work in a diverse group of people because working with different people that what empowers me more. I ask for help, because I believe that as a person we need each other. I put effort in finding a solution to any such circumstances I come across.

**REFERENCES**

Name of person : MR NW Mdlalose

Position : Chief Language Practitioner

Institution : Department of Arts & Culture

Contact details : 072 6915 085

Work contact : (012) 441 3840

Name of person : MR A Pfukwa

Position : Octomate Manager

Company : Octomate (PTY) Ltd

Contact details : 074 6468 276

Name of person : MR IM Zungu

Position : Language Educator

Institution : Ekucabangeni High School

Contact details : 078 7967 277