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|  | **CURRICULUM VITAE**  |
|   |  |
|  | **Personal Details**  |
|   |  |
| **Full Names**  | Dipuo Florence  |
|   |  |
| **Surname**  | Maubane  |
|   |  |
| **ID Number**  | 7001260455085  |
|   |  |
| **Date of Birth**  | 26 January 1970  |
|   |  |
| **Marital Status**  | Married  |
|   |  |
| **Gender**  | Female  |
|   |  |
| **Home Language**  | Setswana  |
|   |  |
| **Other Languages**  | English, isiZulu, isiXhosa & Sesotho  |
|   |  |
| **Nationality**  | South African  |
|   |  |
| **Drivers License**  | EC1  |
|   |  |
| **Work Telephone**  | 0604484124  |
|   |  |
| **Cell Phone**  | 0825202940 |
|   |  |
| **E-mail Address**  | maubanedipuo9@gmail.com  |
|    |  |
|  | **School Education**  |
|   |  |
| **Matriculated**  | Khutlotharo High school (1998)  |

|  |  |
| --- | --- |
| **Subjects**  | English South Sotho Afrikaans Biology History Agricultural Science   |

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| **Leadership**  | SRC Executive  |
|        |  |
|  | **Higher Academic Qualifications**  |

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| **Qualification**  | **Subjects**  | **Institution**  | **Year**  |
| Honours in Education ( Current study)  | Education Management and Leadership721 Foundation of Educational Research 731  | University of Pretoria  | 2015 (pending   |
| Advanced Certificate in Education Management  | Education Law 401 Education Management 401 Organisational Management 401 Prof and Soc context of education 401 Organisational Management 402 Education Management 402  | University of Pretoria  | 2014  |
| Senior Primary Teachers Diploma (SPTD)  | English, Biology, History & South Sotho  | Sebokeng college of Education  | 1992  |

# Additional Training

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification**  |  | **Institution**  | **Year**  |
| Teaching Multigraded Classes  | Lebonkhine  |  | 1997  |
| Project Management  | Reclisa  |  |  1997  |

**Professional Membership Affiliation**

South African Council for Educators (SACE)

**Computer Literacy Skills**

Ms Word, Ms Power Point, Ms Excel, Ms Access, Internet Explorer (University of NW:OLG)

#  Other Skills

|  |  |
| --- | --- |
| o  | Leadership  |
| o  | Communication  |
| o  | Multitasking  |
| o  | Report writing  |
| o  | Planning  |
| o  | Administrative and organizing  |
| o  | Team player  |
| o  | Interpersonal  |

**Work related competencies**

|  |  |
| --- | --- |
|  | * Editing, translating and transcription
* Exposure and knowledge to strategic and operational plan management.
 |
|  | * Knowledge and use of basic Computer Skills [MS Office]
 |
|   | * Understanding of Batho Pele and Professional Ethics
 |
|   | * Advanced administrative and organizational skills
 |
|  | * Creative & critical thinking skills
 |
|   | * Facilitation and Presentation skills
 |
|  | * Leadership and Management
 |
|  | * Interpretation and application of policy
 |

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|  **Career Details** |  |
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| --- | --- |
| **Company** | South African Medical Research Council (SAMRC) |

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| **Employment dates**  | 2020-2021 |

|  |  |
| --- | --- |
| **Position**  | Sotho/SeTswana/Sepedi -English Translator and Transcriber |

|  |  |
| --- | --- |
| **Responsibilities**  | * Transcribing audio to text
* Editing text
* Translating text from English to SeSotho/SeTswana/Sepedi
* Meeting deadlines
 |

 |  |
| **COMPANY**  | Thusano Junior Secondary School  |
|   |  |
| **Employment Dates**  | 2011 to 2016 28 February  |
|   |  |
| **Position**  | Head of Department  |

|  |  |  |
| --- | --- | --- |
| **Responsibilities**  | o  | Teaching  |
|  | o  | Preparation of rosters, morning devotions  |
|  | o  | Control and monitoring of the admission register, asset register, summary register  |
|  | o  | Allocation of personnel for tasks and teaching  |
|  | o  | Coordination on Management Communication  |
|  | o  | Execution of secretarial duties for the School Management Teams (SMT)  |
|  | o   | Head the Exam Committee  |

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| --- | --- |
| **COMPANY**  | SS Ntlhaeng Secondary School  |
|   |  |
| **Employment Dates**  | 2000-2011  |
|   |  |
| **Position**  | Head of Department  |

|  |  |  |
| --- | --- | --- |
| **Responsibilities**  | o  | Supervision of staff and quality control for educators teaching Languages in all Grades  |
|  | o  | Provision of general leadership and management of the school  |
|  | o  | Providing motivational talks for staff and leaners  |
|  | o  | Liaising with officials and critical stakeholders in education  |
|  | o  | Facilitation of workshops  |
|  | o  | Staff development and induction of new staff  |
|  | o  | Taking care of the administrative responsibilities within management  |
|  | o  | Leading, planning ,motivating and offering guidance to junior staff  |

|  |
| --- |
| Redeployment  |

## Reason for leaving

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| --- | --- |
| **COMPANY**  | Khumosejo Middle School  |

|  |
| --- |
| 1994- 2000  |

## Employment Dates

|  |  |
| --- | --- |
| **Position**  | Educator  |

|  |  |  |
| --- | --- | --- |
| **Responsibilities**  | o  | Teaching English  |
|  | o  | Offering Professional support top staff and management  |
|  | o  | Taking care of the class register  |
|  | o  | Supervision of the children within the school premises  |
|  | o  | Participate in the fundraising activities of the school  |
|  | o   | Preparation of learners for the school choir and representing the school in subject specific meetings.  |

|  |
| --- |
| Promotion  |

## Reason for leaving

|  |  |
| --- | --- |
| **COMPANY**  | Thutlwane Primary School  |
|   |  |
| **Employment Dates**  | 1993-1993 Dec  |
|   |  |
| **Position**  | Educator  |

|  |  |  |
| --- | --- | --- |
| **Responsibilities**  | o  | Teaching  |
|  | o  | Offering Professional support top staff and management  |
|  | o  | Taking care of the class register  |
|  | o  | Supervision of the children within the school premises  |
|  | o  | Participate in the fundraising activities of the school  |
|  | o  | Preparation of learners for the school choir and representing the school in subject specific meetings.  |

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| --- |
| Transfer  |

## Reason for leaving

|  |  |
| --- | --- |
| **Company** | South African Medical Research Council (SAMRC) |

|  |  |
| --- | --- |
| **Employment dates**  | 2020-2021 |

|  |  |
| --- | --- |
| **Position**  | Sotho/SeTswana/Sepedi -English Translator and Transcriber |

|  |  |
| --- | --- |
| **Responsibilities**  | * Transcribing audio to text
* Editing text
* Translating text from English to SeSotho/SeTswana/Sepedi
* Meeting deadlines
 |

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|  | **Reference 1**  |
|   |  |
| **Name**  | Mrs K Pitso  |
|   |  |
| **Company**  | Khumosejo Middle School  |
|   |  |
| **Position**  | Former Manager  |
|   |  |
| **Contacts/ Cell**  | 082 563 1731  |
|   |  |
|  | **Reference 2**  |
|   |  |
| **Name**  | Ms MMM Mphahlele  |

|  |  |
| --- | --- |
| **Company**  | University of Johannesburg  |
|   |  |
| **Position**  | Lecturer |
|   |  |
| **Contacts/ Cell**  | 0832087001 |
|    |  |
|  | **Reference 3**  |
|   |  |
| **Name**  | Mr TS Malibe |
|   |  |
| **Company**  | SACE |
|   |  |
| **Position**  | Former Manager/ FS Provincial coordinator of CPTD  |
|   |  |
| **Contacts/ Cell**  | 0619388246/0837698307  |