|  |  |
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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** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

|  |  |  |
| --- | --- | --- |
| **Career Details** | |  |
| |  |  | | --- | --- | | **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 | | | | | |  |
| **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 |

|  |  |
| --- | --- |
| **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

|  |  |
| --- | --- |
| **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 |