

CURRICULUM VITAE
OF Nozibele Ayanda Khumalo

PERSONAL DETAILS

SURNAME	Khumalo
FIRST NAMES	Nozibele Ayanda
IDENTITY NUMBER	8309270975086
HOME ADDRESS	43030 Dodoza Area folweni
TELEPHONE NUMBER	Not applicable
Email address	nozibelenjube@gmail.com
CELL NUMBER	0729178457
DATE OF BIRTH	27 September 1983
MARITAL STATUS	Married
DRIVERS LICENSE	Code 10
HOME LANGUAGE	Xhosa
OTHER LANGUAGES	English and Zulu
HEALTH	Good

EDUCATIONAL QUALIFICATIONS

HIGHER INSTITUTION	High Tech Computer College - 2002
Certificate	Advanced Certificate in Secretary Administration (Certificate)
Courses	Typing, Filing, Taking minutes during meetings,
HIGHER INSTITUTION	Netcare Training College - 2010
Certificate	Higher Certificate in Paramedic
Courses	Basic Ambulance Assistant First Aid
Certificate	Matric
HIGHER INSTITUTION	Riverside High School
COURSES OBTAINED	Grade 12

TRANSLATION SKILLS

- Native Language Translator (IsiXhosa and isiZulu)
- Translated a database of 25000 English to Xhosa Words for a UK Geo site
- Ability to translate using variety of software (www.what3words.com)
- Upload and translate using UI software: Redokun Tool
- Translate HTML document formats in localization with Redokun
- Use Redokun Web Editor interface for ease of collaboration
- Work with Word,Excel,Powerpoint,SRT,Framemaker files,Rise 360 and XLIFF files
- Translating English language source to Native Xhosa target
- Download the confirmed complete translated document
- Game translation using Windows Editor
- Saving the data in the tool's Scriptable Object
- Translated a data base of 16000 word for a Mobile software Programme for Muntaha Translations company (www.muntahatranslations.com)
- Verified 10,000 audio clips for www.eccellente.in, Translation Services

Education Social Media Specialist

- Helped maintain first contact with Activision's 250,000 followers in social media.
- Utilized Twitter, Facebook, WhatsApp to resolve customer issues with Early Childhood Development toys and digital products.
- Analyzed social media data (Facebook, Twitter) through marketing.
- Supported social media reports for national and provincial executives.
- Managed community forums for Activision. Moderated Call of Duty and other Activision sub forums.
- Ran team meetings and developed important content strategy notes for team use through Microsoft Outlook.
- Targeted group captured Telegram app for growing membership

COMPUTER SKILLS

- Ms Word, Access
 - Internet/email/ Gov. Intranet
 - Publisher, PowerPoint, Adobe Reader, Microsoft Excel
 - Open Office Software, Business Planner
 - Lotus 1,2,3,Outlook Express
 - BAS,PERSAL
 - Multiple software Programmes
- APPS: WHATSAPP,FACEBOOK, TELEGRAM,SKYPE,TWITTER

Medical and Pharmaceutical Translation Experience

-Worked for Doctors without borders (translating for them and patients) -
Taking minutes, arranging meetings and Translating For Doctors and rural chiefs from English to isiZulu and isixhosa

- Translating scripts from doctor for the community and Vice Versa
- Translation of Medicine From English to isiZulu or isiXhosa
- Translating For Doctor on call and rephrasing words from English to isiZulu and isixhosa
- Written Doctors medical records and reports translated to from English to isiZulu and isixhosa

INSTITUTION	
PERIOD	
Course	
Subjects	

EMPLOYEMENT DETAILS

EMPLOYER	Restored Pride Trading
PERIOD	August 2012 to date
TYPE OF COMPANY	Private Company
POSITION	Personal Assistant , Conditional Grant Administrator, Senior Administration Officer, , Assistant Manager , Executive Assistant

Supply Chain Management Activities

- Ensured implementation of Procurement Procedures as policies
- Updated policy circulars with regard to risk management
- Facilitated monitoring and evaluation of Programme Performance
- Managed directorate inventory
- Expedite costs, and cancellation costs
- Resolved supplier payment issues with suppliers
- Collaborated with peers and management to determine key goals and objectives, and corresponding metrics, to be completed during a determined period (usually one year). Review and amend these actions as appropriate. Focused on timely achievement of these goals and objectives.
- Improved internal and external customer satisfaction
- Input on new and revise existing travel processes to accomplish best-practice

ASSISTANT MANAGER/ EXECUTIVE ASSISTANT

Key Function: Executive Assistant to the Deputy Director General

- Plan and block diaries, advise on incoming and outgoing correspondence
- Organized Branch meetings

- Organized Management meetings
- Facilitated Customer Care establishment committee
- Developed Branch filing and tracking method
- Note compiler on Departmental Transformation plan
- Liason officer with Human Resource on organogram status and departmental transformation agenda
- Executive Assistant to Head of Department Office:

Key Function: Audit Control Support and Executive Assistant to Head of Departmental Office

- Ensure smooth running of Audit Steering Committee Activities
- Facilitated smooth distribution of RFI's(request for Info. And confirmation of Audit findings)COAFs
- Ensured compliance on meeting set target dates and deadlines by Auditor General's Office
- Organise meeting venue and facilitate timeous communication thereof
- Capture and distribute minutes of Departmental Audit Steering Committee meetings
- Manage proper transactions and expenditure of Auditor General Consultation Fees within the Chief Financial Officer's budget

Key Function: Support: Chief Directorate Statutory Advisory and Protocol Services

- Administration, Liason of Communication and Customer Care Directorate, Community Liason and special programmes unit.
- Performed Assistant Manager duties which included budget proposals and providing procurement plans as prescribed within the PMFA and other relevant general legislations
- Monitored submission of monthly, quarterly , financial reports as guided by the Strategic Plan , Operational and Annual Performance Plan
- Consolidated submission of CEM Portfolio Committee Reports
- Ensured delegation of duties to the team for provision of services to the Education Community of the Eastern Cape Province
- Co-ordinated 5 year development of Education Strategic Policy by sister directorates
- Worked on Directorate implementation of the five year Strategic Plan inputs
- Acted on ensuring implementation, monitoring and review of Section policies, programmes and projects aimed at achieving set targets.
- Led in Programme budget Planning, Compilation and inputting on activity based costing

- Delegated functionary duties to the relevant team members in assisting establishment and maintenance of the administrative, operational and support systems and processes for the effective rendering of Statutory Advisory and Protocol Services Chief directorate.
- Executed the development and maintenance of effective internal and external liaison and communication aimed at the promotion of positive Departmental image
- Networked with both private sector and relevant stakeholders on Education desk matters.
- Supported the Chief Director and Director timeously and effectively on matters pertaining to Statutory Advisory and Protocol Services

Senior Administration Officer

REPORT AND RECORD KEEPING

- ✓ Prepare and write transfer payment report weekly/ monthly as requested by the Director/Chief director
- ✓ Prepare and write persal payment report monthly as requested by the Director on over payments and outstanding payments.
- ✓ Manage electronic and paper records of transfers and persal payment
- ✓ Manage report records of budgets, memorandum, database of schools, overpayments, minutes, application forms, Directorate Circulars and Policies.

1. ADMINISTRATION

Programme Specifics

Tasks

- Co-ordinate arranging domestic staff travels bookings, hotel reservation
- Advise on visa procurement, transfer and protocol arrangements
- Ensure efficient and prompt services are delivered to both external and internal customers
- Handle quick and last minute changes and organize things properly
- Kept adequate record on expense on tickets
- Ensured accurate processing of invoices and prompt payment to service providers
- Carried out all other duties assigned

Experience

- I have 8 years working experience within the procurement environment
- I have working knowledge of PMFA Procedures

Other

- Record Management – Performed clerical duties to maintain travel desk files
- Complied with Procurement procedures
- Worked some extended hours,

when necessary, to complete a task ○ Worked in a team environment and demonstrated support of teamwork, cooperation, respect, and integrity.

Problem Solving

- Followed laid-down policies and procedures at all times.
- Sound recall of procedures ○ Dealt with assessment of financial transactions to identify whether all the necessary conditions have been met.
- Referred problems falling outside parameters to the relevant team leader for resolutions. ○ Took the initiative within my sphere of job function

Planning

- Planned generally on a daily basis within regular activity cycles. ○ Dealt efficiently with work volumes while remaining focused on critical issues.

Decision making

- I have quick decision making abilities, in line with laid down procedures to find solutions to problems presented.
- I monitored changes in operating environment and act quickly on potential opportunities

Conditional Grant Administrator

1. Administration

- ✓ Maintain budget Nutritional Conditional Grant and Grant in aid schools
- ✓ Processing of application forms
- ✓ Distributing agreement forms
- ✓ Prepare reports and documents for Auditor General office
- ✓ Data compilation
- ✓ Verify captured schools on BAS
- ✓ Verify created entity on BAS
- ✓ Verify PERSAL appointments of Grade R Practitioners
- ✓ Processing Grants Payment to 3000 schools
- ✓ Assist with bookkeeping on sites
- ✓ Procurement of Venues for ECD monthly meetings and transport hire/procure
- ✓ Letter writing, Faxing, Photocopying, Report writing
- ✓ technical minute taking

2.OFFICE MANAGEMENT AND FINANCIAL MANAGEMENT SUPPORT

- ✓ Monitor monthly expenditure in ECD sub programmes
- ✓ Monitor stability of planned monthly cash flow projections

- ✓ Manage and Assist in preparation of Programme 7 In Year Monitoring and represent ECD section in monthly Fincom/ In year monitoring meetings
- ✓ Manage and Assist balancing expenditure reports with actual expenditure and commitments
- ✓ Manage and Assist the Chief Director/ Director in compiling annual and monthly budgeting
- ✓ Manage and Assist in interpreting budget expenditure per economic classification
- ✓ Managed sound expenditure of 500m budget as part of a team
- ✓ Ensure that Tenders are processed as per agreed year operations and project plans
- ✓ Ensure that services are delivered as per agreed Service Level Agreement
- ✓ Assist in developing Business Plan for the Directorate

3. ADDITIONAL DUTIES

□ RESEARCH

- ✓ Represented GET directorate as a Special Programmes Unit information officer
- ✓ Collect reference document for Special Programmes unit within department of Education
- ✓ Note taker for internal meetings organised by the Eastern Cape Department of Education and its Youth forum through Special programmes Unit
- ✓ Assist with Continuous research on the Early Childhood Development field
- ✓ Assist in research and analyze the infrastructural needs of the ECD section in all districts and procure necessary resources(computers, printers, photocopiers, stationery etc
- ✓

4.IT RESOURCE DEVELOPMENT AND MANAGEMENT

- ✓ Facilitation of ECD database system development
- ✓ Identify and improvise any IT Resource needs available
- ✓ Provide updated Computer programmes
- ✓ Identify and provide relevant IT software

5. SUPPORT SERVICE

- ✓ Sites visits and support.
- ✓ Maintain sound Customer relations
- ✓ Ensure Customer satisfaction
- ✓ Support in document presentation such as preparation of tender specification documents for ECD resources(jungle gyms, toys and Teacher support materials)
- ✓ Attended and represented special conditional grant committee meetings with the NATIONAL ECD CHIEF DIRECTOR: National Department of Education in Pretoria
- ✓ Supported School Nutrition Section in compilation of subsidy transfers schedules

- ✓ Supported Scholar transport Section in Compiling Electronic Bid Specification documents for scholar transport.
- ✓ Assist HIV/AIDS section in retrieving electronic data on HIV/AIDS issue

6. LIASON

Community Liaising: Early Childhood Development Directorate

Duties:

- Assist in liaising with both the National and 24 District office of the Department of Education in order to monitor and co-ordinate Conditional grant transfer programme
- Receive challenging SGB delegations from schools on grade R issues
- To assist in formulating challenging correspondences from schools, NGO's and CBO's, MEC's office, Standing Committee and Premier's office that relate to Grade R policy on White paper 5 and grants.
- To assist with advocacy and briefing through (*local and national radio stations*) and relevant stakeholders.
- To partake in visits to all the 24 ECD Districts annually
- To assist in preparing and attending some briefings with the MEC, Superintendent General, Deputy Director General and the Director ECD on grant and partnership issues with sister Departments
- Assist with interpreting and explaining established policy (White paper 5) and procedures on the use of grants for District co-ordinators and relevant stakeholders.
- Liaise with payment support sections within the department to facilitate transfer of subsidies to schools.
- Assist in liaising with other Provincial Departments of Education in selection of a floor plan for ECD classroom

7. CO-ORDINATION

- ✓ Co-ordinated of conditional grant business affairs(Preschools & Grade R Public schools)
- ✓ Assistant in Co-ordination of the Extended Public Works Programme

The programme aimed at ensuring that previously disadvantaged communities benefit from our ECD programmes (through job creation) so that government contributes in fighting poverty in our communities.

Duties:

Assist Project co-ordinator in consulting with relevant stakeholders to ensure participation i.e. (ECD congress namely South African congress for Early Childhood Development, Regional Educare Council, and School Principals) etc.

□ Furniture Distribution Programme

Ensured provision of furniture through tender processes for +- 5000 Provincial Primary Schools

Duties:

In 2003/2004 financial year,

- Assisted with the task of procuring for grade R furniture
- Assisted with selection of schools to receive furniture in the 24 districts □ Assisted with monitoring of furniture delivery through district reports

Assisting Chief Director in other work related Matters

- Assist on request to take minutes of a chief directorate meeting
- Attended regular strategic meetings with the Director of Communications as to ensure sound publication of the Directorate activities.

8. EVENT MANAGEMENT

- Co-ordinate procurement of goods for launch of ECD White paper 5 Policy for Eastern Cape Province
- Venue booking
- Reserve accommodation for guests
- Hire cars for attendants
- Organise Printing of promotional materials such as brochures, flyers, t- shirts, caps, name tags etc
- Organise and Co-ordinate catering services
- Co-ordinated group rehearsals of participating schools
- Verify sitting arrangement of VIP's

My I Competencies

- I am a motivated person and able to work in a pressured environment; able to work without too much guidance required
- I am a motivated and outgoing team player.
- Able to respond to needs quickly, I have excellent time management skills and am to multitask
- I am accurate, methodical and organized, confident and committed ○ I possess excellent communication & interpersonal skills ,am a excellent team player ○ I am dependable and cooperative, I have the ability to take initiative and work under minimal supervision, I possess good listening and analytical skills
- I have excellent working knowledge of computer applications and possess an extra ordinary passion for exploring all form of technology to enhance smart and smooth working

PREVIOUS

EMPLOYER	NGO- Masikhule Early Childhood Development Centre
PERIOD	1997-2002
TYPE OF COMPANY	Non- Governmental Organization-Community Development Programme(Early childhood Development)
POSITION	Training Co-ordinator

Training Co-ordinator

1.COMMUNITY DEVELOPMENT AND TRADITIONAL AFFAIRS

- ✓ Responsible for networking with Traditional Leaders: (Mt Frere) strengthening integration and coordination between Communities and Child Development Sector
- ✓ Ensuring effective coverage of the areas: Qaukeni, Ntabankulu, Flagstaff, Mbizana and Port St Johns.
- ✓ To facilitate, initiate and spearhead the Establishment of ECD community sites for the benefit of the children and addressing past imbalances.
- ✓ Ensure efficient and Effective development of community Worker's Programme at District Level
- ✓ Promote sound government relations with the Public and stakeholders
- ✓ Strengthen integration and co-ordination between departments and CDWs
- ✓ Improve information dissemination between government and Public
- ✓ Oversee Community Development Workers HR matters and development
- ✓ Assist the CDWS to develop work plans
- ✓ Efficiently manage the Sub directorate including effective utilization of staff, maintenance of discipline
- ✓ Promotion of sound labour relations and Proper use of organisation's Property

2.TRAINING : CURRICULUM IMPLEMENTATION

- ✓ Drawing up year plan with training team and ensure implementation of plans
- ✓ Planning training workshops for ECD training
- ✓ Trained ECD Grade R Practitioners on Outcomes Based Education and Accredited NQF Level 4
- ✓ Involved in Organizational Development to ensure that Masikhule ECDC receives Accreditation through South African Qualifications Authority(Accreditation received by the organisation)
- ✓ Ensuring that curriculum and training provided is in line with the latest ECD development policies.

3. NECTA LIASON OFFICER (NETWORK OF EASTEN CAPE TRAINING AGENCIES)

- ✓ Attend Outcomes Based Education workshops as NECTA (Network of Eastern Cape Training Organisation) member to keep abreast with Curriculum developments.

- ✓ Attend HIV/AIDS training workshops to include in ECD training Courses
- ✓ Attend to Children with Special needs to include in ECD modules

4. RESEARCH

- ✓ Ensure on going development of training materials and curriculum
- ✓ Ensuring ongoing support and monitoring of E.C.D. practitioners and Communities with regard to quality child development
- ✓ Keeping abreast of the developments in the E.C.D field
- ✓ Networking with the ETDP SETA for (Grade R Practitioner Curriculum) accreditation courses

5.RESOURCE DEVELOPMENT

- ✓ Ensuring that there is sufficient resources and materials to support training provided
- ✓ Ensuring availability of indigenous, relevant improvised equipment
- ✓ Managing Control Systems for resource production

6.ADMINISTRATION AND FINANCE

- ✓ Ensuring that filing systems is in place for all records pertaining to training
- ✓ Controlling and monitoring attendance registers
- ✓ Ensuring development and maintenance of practitioner portfolios
- ✓ Balancing receipts of expenditure from the petty cash

7. SUPPORT SERVICE

- Providing support as needed by the training team
- Elected as Provincial Co-ordinator of the South African Congress for Early Childhood Development
- Support in maintenance of the inventory list
- The Congress aimed at supporting and representing Early Childhood Development

Practitioners, Care givers at local, provincial and National level.

8.RESOURCE DEVELOPMENT AND MANAGEMENT

- ✓ Ensure maintain ace of training materials and LTSM reference books
- ✓ Manage and monitor mobile Library services to rural preschools
- ✓ Assess and motivate utilisation of library services by the rural communities

Achievements

- Organised Group Academic Registration of underqualified Public Service Employees
- Elected as a Personal Adviser to King Zwelonke Sigcau's Queen
- Life Skills councillor in Mthatha Community during the years 1991-1993

- Committed the budget of 60 million from 2002/06 financial years for transfer payments. □ Won the naming of the department's internal newsletter "Umdibanisi" □ Won Special Programmes Unit Award "To Paint an African Woman" in 2006. □ Elected as Chairperson of Kiddy College(Early Childhood Development Centre)in 2007 □ Development of the Conditional Grant Data base.
- Verified furniture delivery data of 1300 schools.
- Collected data and Completed a research in the development of Buffalo City Business and Information Guide as part of the Research Team.
- Participated in Collecting data and compilation of a Youth Directory for the Youth Commission in 2007.
- Received a motivational award (March 2009) from Directorate : Communications " for working till late "Night Owl Programme"

REFERENCES

1. Ms Sindiswa Mabusela
Assistant Director
Department of Education
040 409 3746
2. Ms Lusanda Mgwili
Auditor
National Treasury
083 665 1781
3. Mrs Monique Pestana
Director: SRG
083 231 5271