**Curriculum Vitae**

**Of**

**Nonkululeko Lynette Mthembu** **Shandu**

**Personal Details**

Name and Surname . : Nonkululeko Lynette Mthembu Shandu

Identity Number : 860712 0759 083

Date of Birth : 12 July 1986

Gender : Female

Ethnicity : Black (African)

Marital Status : Married

Nationality : South African

Address : Freesia Court 44 Walton Place Durban 4001

Contact number : +2773 244 1773 / +2762 206 0288

License code : C (Code 10)

**Educational History**

High school attended : Ganges Secondary

Highest grade passed : 12 (STD 10)

Year : 2003

Languages : English, IsiZulu, Sesotho and Xhosa

**Tertiary Education**

Name of Institution : University of South Africa

Qualification : Bachelor’s Degree in Community Development

Year of Completion : 2019

Status : Completed

Name of Institution : University of South Africa

Qualification : HIV/AIDS Counseling Certificate

Year of Completion : 2014

Status : Completed

Name of Institution : Durban University of Technology

Qualification : Higher Certificate in Public Participation Studies

Year of Completion : 2016

Status : Completed

**Skills and Knowledge**

* Computer (Microsoft office, Internet, Email, Syspro System
* Understanding of the South African Constitution
* Knowledge of Integrated Development Plans
* Project Management
* Good Verbal and written communication
* Program implementation skill
* Time-Management skill
* Problem Identification and solving
* Analytical and critical thinking skill
* Conflict resolution skill
* Proposal and report writing skill
* People management skill
* Presentation and facilitation and skill

**Employment History**

**Name of employer : Independent Electoral Commission**

**Position : Municipal Outreach Coordinator (District level)**

**Duration : July 2023 – June 2024**

**Duties:**

* Supervise any staff appointed in support of the function including but not limited to the Democracy Education Fieldworkers and reporting to the OTO/LEPO or any delegated staff member
* Plan, develop and conduct civic and voter education activities for communities
* Assist in the recruitment and interview process of Junior staff
* Develop a network of educational support and liaise with organisations and stakeholders across government, civil society and the private sector;
* Forge partnerships with civil society to facilitate Outreach projects within the designated district/s;
* Compile and submit reports, evidence and other documentation such as attendance registers, timesheets and relevant forms to the OTO/LEPO on an agreed upon day;
* Keep records, including reports, correspondence, procurement, minutes of meetings;
* Provide information and evidence for the maintenance of administrative systems
* Assist with the coordination of linkages (local, national and provincial) across Electoral Commission programmes;
* Provide general and educational support to the Electoral Commission’s different Outreach projects
* Assist to process invoices, expense reports, and other financial documents, ensuring accuracy, approval, and timely payment.
* Provide administrative support to department managers, including drafting correspondence, preparing

**Reference Contact : Mrs Nomcebo Gumede**

**Contact number : (031) 335 6409 or 072 580 0825**

**Email :** GumedeNoml@elections.org.za

**Name of employer : Safer Cities Department (EThekwini Municipality)**

**Position : Field Administrator (Community Programmes)**

**Duration : 03 October 2011 - 30 June 2016**

**Duties :**

* Plan and implement social crime prevention community driven programmes. (Drug and Substance abuse, Gender based violence, Sex workers, School safety, Mothers begging with children, Street beggars, etc)
* Establish community structures and liaise with traditional authority
* Ensure and maintain continuous relationships with the three spheres of government to implement policy and programmes for target groups
* Strengthen partnerships with NPOs/ NPC’s to implement programmes for target groups
* Manage the inclusion of target groups at all levels
* Conduct research in order to improve services for target groups

Conduct field surveys using map reading skills and collate findings

* Typing of proposals, memos, invites and reports
* Supervise EPWP Volunteers

**Contact reference : Kamini Pillaye**

**Contact number : 083 461 5013 / (031) 311 4455**

**Email**  : **Kamini.Pillaye@durban.gov.za**

**Name of Employer : KwaMqadi Primary School**

**Position : Teacher (Temp)**

**Duties:**

**•** Provide lesson plan for each subject.

• Ensure a conducive classroom environment for learners

• Ensure that each learner is provided stationery.

• Be innovative to ensure each learner understands subject.

• Typing school communication with parents

• Participate in extra curricular activities

• Participate in gardening activities

• District Technology subject Coordinator

**Name of Employer : KwaMqadi Primary School**

**Reference Name : Mr T Ngcobo (Acting Principal)**

**Contact number : (039) 699 1313/ 072 333 5797/076 142 2929**