

Yonela Mcinga

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A dedicated Labor Officer Manager with extensive experience in managing labor relations, disciplinary inquiries, and grievance processes, seeking to apply for the Assistant Director position at Ikhala TVET College. Skilled in stakeholder communication, policy adherence, and administrative management, with a strong background in ensuring compliance with labor legislation. Proficient in delivering expert advice, chairing inquiries, and driving resolutions to maintain organizational integrity and effective labor relations.

EDUCATION

Walter Sisulu University | Bachelor of Administration | Completed 2010

Zingisa Comprehensive School | Grade 12 | Completed in 2005

SKILLS

- People management
 - Communication skills
 - Computer literacy
 - Administrative skills
 - Driving skills: Code 08
 - Report writing skills
 - Client-oriented and project management
 - Microsoft Office Suite
 - Presentation skills
 - Team leadership
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WORK EXPERIENCE

Eastern Cape Department of Education | Labour Officer Manager | 01 November 2022 - Present

- Effectively coordinated and simplified disciplinary, grievance, and incapacity processes, ensuring fair and timely resolution.
- Led and chaired disciplinary and incapacity inquiries, driving transparency and accountability in proceedings.
- Provided expert advice on grievance and disciplinary processes, empowering management to handle difficult cases with confidence.
- Represented the district with authority in disputes, safeguarding the organization's interests and maintaining strong labor relations.

Eastern Cape Department of Education | Acting Administrative Officer | (Office of Acting DDG Corporate Management Services) | 09 May 2022 - 31 October 2022

- Coordinated administrative activities to ensure smooth office operations.
- Managed office supplies, equipment, and resources efficiently.
- Handled correspondence and communications on behalf of the Deputy Director-General (DDG).
- Scheduled appointments, meetings, and travel arrangements with precision.
- Maintained confidentiality and upheld data security standards.

Eastern Cape Department of Education | Acting Administrative Officer (District Director & Customer Care Office) | 06 January 2020 - 06 May 2022

- Executed critical tasks assigned by the District Director, ensuring timely and efficient completion.
- Drove the implementation of departmental resolutions, ensuring follow-through and accountability.
- Acted as a key liaison between stakeholders and departmental employees, fostering effective communication and collaboration.

Eastern Cape Department of Education | Acting Personal Assistant (District Director's Office)

- Provided comprehensive administrative support to the District Manager, ensuring seamless daily operations.
- Efficiently managed the calendar and communications, optimizing time management and prioritization of tasks.
- Maintained accurate records and documents, ensuring accessibility and compliance with organizational standards.

Eastern Cape Department of Education | Administrative Clerk | School Enrichment Programme | 01 April 2010 - June 2014

- Assisted in the seamless organization and coordination of programs, ensuring the successful execution of objectives.
- Managed student registrations and maintained accurate records, enhancing program efficiency and participant tracking.
- Effectively communicate program details to stakeholders, fostering clarity and engagement.

Eastern Cape Department of Education | Examination Assistant | 01 March 2006 - 31 November 2008

- Efficiently sorted and arranged examination papers, ensuring seamless processing and organization.
- Managed scripts and facilitated the marking process, ensuring accuracy and timely completion.
- Documented and resolved issues or discrepancies, maintaining the integrity of the examination process.

SHORT COURSES

- Report writing offered by GOTSEC
- Dispute Labour Relations offered by Witswatersrand
- Dispute Labour Relations Management offered by Nelson Mandela University
- Office Administration offered by Holy Cross Computer Training College
- Advanced Certificate in Computer Literacy offered by Idris Megabytes Communication Centre

NSG COURSES

- Writing for Government – Advanced Writing Skills 2023
- Ethics in Public Services 2021
- Introduction to Strategic Human Resource Management 2021
- Introduction for Government Writing 2021
- Introduction to Financial Management & Budgeting 2021

- Introduction to Leading Change 2021
- Introduction to Policy Formulation 2021

REFERENCES
