

**SIPOKAZI CYNTHIA
SITSHEKE
8705221025089**

Resume Introduction:

I am an exceptionally motivated and well-organized professional with a track record of overseeing projects from inception to completion. I have a strong desire to learn new things, and I can't wait to put my knowledge and experience to use in the workplace when faced with new challenges and opportunities.

Contact:

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Languages:

English
isiXhosa
iSiZulu
Sesotho

Drivers License

Code 08

EDUCATIONAL BACKGROUND:

Qualification : Grade 12
Year : 2004

Qualification : BSc in Health Promotion
Institution : Walter Sisulu University
Year of completion :2009

Qualification : Bachelor of Laws - LLB
Institution : UNISA
Year of completion : 2023

Qualification : Master of Laws (LLM)
Institution : UNISA
Year of completion : Currently studying

WORK EXPERIENCE:

03 June 2024- Present : Right to Care
Position : Demand Creation
Manager
Provinces : EC, WC and KZN

Duties:

- Monitors and reports demand creation activities, successes, and failures. Flags areas of concern and consults, as necessary, with supervisors to resolve problems.
- Works closely with the demand creation team to ensure that new VMMC and review targets are met.
- Holds daily status meetings with provincial coordinators and keep provinces well informed of changes in the program.
- Liaises closely with focal person from host district or province to ensure successful working relationships.
- Effectively communicates relevant project information to regional coordinators.
- Manage stakeholder engagements, ensure district and Provincial stakeholders are well informed about the programme

June 2023- May 2024 : NACOSA
Position : District Coordinator

Duties:

- Maintain regular communication with all stakeholders and ensure that activity reports and critical issues are tabled timeously during quarterly meetings and other networking opportunities.
- Assist Programme Manager, M&E Specialists, Grants Officers and Finance Officers in making payment recommendations on Implementing Partners to Management and communicate outcomes.
- Ensure implementation of capacity building interventions (including accredited and non-accredited training, TA) to strengthen the management, implementation, measurement and reporting of program activities.
- Be informed about national and provincial HIV/AIDS, AYP and Adherence strategies
 - Conduct site visits to oversee programme implementation to monitor service delivery
 - Develop advocacy plans for the promotion of programme related health product
 - Develop tools to ensure multi-directional referral pathways for successful linkages of beneficiaries to health, social support and livelihoods strengthening services.
- Regularly review Monitoring and Evaluation reports ensure high levels of data integrity

Feb 2021- May 2023 : PSI-SA
Position : Acting Director: Social and Behavioral Change

Duties:

- Collaborate with internal teams to compile the weekly CDC reports.
- Work with the Clinical Manager and Programme Manager to facilitate weekly individual district DG teams' meetings.
- Manage and supervise all districts DG operations to ensure the meeting of targets.
- Consult with the Finance and Operations department to ensure consistent and timeous availability of resources required for demand generation.
- Review, approve and sign DG Coordinators' cash advance requests and reconciliations.

February 2020- 30 Sept 2020 : John Snow Inco...(JSI)
Position : Demand Creation Specialist

Duties:

- Provide broad oversight and managerial support to the demand creation activities at district level
- Provide technical support to the district-based demand creation supervisors and their teams to implement culturally sensitive demand creation interventions to meet project targets.
- In collaboration with the District VMMC Manager, plan and manage the logistics for demand creation team.
- Establish and maintain good working relationships with community-based organizations that support/implement demand creation activities
- Participate and contribute to development and implementation of district work plans.
- Monitoring of VMMC demand creation progress and reporting at district level
- Contribute to training of local staff, community organizations and sub-awarded NGOs
- Oversee both demand creation and the in-service communication/counseling activities

July 2010-December 2016

: Matatiele Local Municipality

Position

: HIV/AIDS Coordinator

Duties :

- Work in unit that provide education and community awareness to designated groups.
- Coordinate, Plan, Supervise and Implement all the HIV/AIDS activities within the municipality.
- Manage Local AIDS Council and liaise with Eastern Cape AIDS Council and District AIDS Council.
- Compile reports for LAC, DAC and ECAC.
- Provide secretariat role to Local AIDS Council. Distribute condoms to High Transmitting Area's, Coordinate the mobilization of the marginalized individuals to empower them.
- Prepare periodic project work plans and budgets to ensure utilization of project, resources; Supervise the Community volunteer Counselors and take appropriate action to ensure efficient and effective performance.
- Community outreach and conducting awareness campaigns on, Primary health care, Chronic Disease designated group's Management, Prevention of
- Communicable and Non-communicable diseases, Youth programmes, HIV/AIDS programmes, Training Community Care Workers.

REFERENCE

Dr Philile Sibiyi

Medical Research Council

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NACOSA

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