



MATETE

MODIBA

📍 Atteridgeville, Pretoria

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CORE QUALIFICATIONS

- Administrative skills
- Data capturing
- Data Monitoring and analysis
- Complex negotiations
- Training and coaching
- Presentations and proposals
- Project management
- Detailed oriented
- Hiring and training management
- Territory and account management
- Performance tracking and evaluations
- Team management
- Relationship management

PROFESSIONAL SUMMARY

I am a talented management professional well-versed in identifying new business opportunities to help increase client base and maximize profitability. I offer more than 20 years of experience and excellent planning and problem-solving abilities paired with a data-driven mindset. I am a motivated Manager or Coordinator with 6 years of progressive experience. I am detail-orientated, Data Captured, Trainer, Coordinator and Manager adept at making critical decisions, managing deadlines and conducting team reviews. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements. Expert Project Management bringing 20 years of expertise in Non-profit Organization. Offering 20years of experience in industry with history of recognition for performance. Adaptable District Manager or Coordinator with extensive experience providing first-class results. Meets job demands and deadlines through diligent work-ethic and dedication to quality. Trustworthy with 20 years of practical experience and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines. Confident Manager or Coordinator successful at increasing monthly revenue using insightful marketing strategies and aggressive product development. Skilled at understanding customer and employee requests and meeting needs. Furthers success by strengthening staff training, streamlining internal systems and facilitating sales techniques.

EXPERIENCE

District Manager Future Families
October 2022 – 30 September 2024
Duties

- Overseeing the IES Linkage and providing Mentorship to the Linked AGYW (Components 3)
- Conducting the Focus group discussion for LMA

- Conduct Key Informant Interviews with different sectors
- Compile and finalize the LMA report
- Oversee the Quality implementation of DREAMS IES
- Conduct periodic data-driven program reviews and troubleshooting as needed
- Collaborate with the SI Officer on closing data abnormalities and gaps
- Tracking, reviewing, and reporting on targets
- Reporting on progress, issues, challenges, and local risk management
- Coordinate, design, and maintain high-quality program documentation, such as trackers
- Responsible for the District's budget
- Finance Administration
- Company

**District Coordinators FHI360, Limpopo- Mopani District
January 2021 - September 2022**

Duties

- Strengthen coordination and collaboration with relevant government departments (DOH, DOE, DSD, YDA) as well as other PEPFAR and non-PEPFAR partners in Mopani for effective working relationships as well as layering for uptake of services by AGYW 10-24 years of age
- Support the recruitment processes of DREAMS district project teams (Mentor Supervisors and AGYW Mentors)
- Improve the technical capacity of the project teams (Mentor Supervisors and Mentors) through orientation and training, for high-quality implementation of DREAMS project activities Social Asset Building and Intensive Economic Strengthening
- Identification of Safe Spaces, Recruitment, and enrolment of AGYW
- Track, analyses and manage periodic target achievements and curricula rollout on a daily, weekly, and monthly basis
- Conduct Comprehensive training for AGYW and MS (Components 2)
- Overseeing the IES Linkage and providing Mentorship to the Linked AGYW (Components 3)
- Conducting the Focus groups discussion for LMA
- Conduct Key Informant Interviews with different sectors
- Compile and finalize the LMA report
- Oversee the Quality implementation of DREAMS IES
- Conduct periodic data-driven program reviews and troubleshooting as needed
- Collaborate with the SI Officer on closing data abnormalities and gaps
- Tracking, reviewing, and reporting on targets
- Reporting on progress, issues, challenges, and local risk management
- Coordinate, design, and maintain high-quality program documentation, such as trackers

- Company

**Hospice Palliative Care Association of South Africa, HPCA
Testing Linkage and retention Mentor, Ehlanzeni BBR
October 2018 – September 2020**

Duties

- Establishing a working relationship with prime facilities coordinating teams, health facilities and community stakeholders to support coordination of community-facilities activities and promote performance
- Provide technical assistance and monitor daily performance of Lay Counsellors and Linkage Officers and Testing Linkage and Retention Officers to support quality HIV testing and performance to meet their daily targets
- Conduct quarterly HTSRTC in collaboration with Training and Quality Assurance Mentor to review the quality of testing and conduct daily review of HTS register and index register for accuracy, completeness and sign off
- Track daily performance of supervised staff and contribute to the district daily, weekly, and monthly report on the project implementation and performance
- Supporting the Subdistrict manager with the staffing and conducting interviews
- Acting as the Subdistrict Manager and fulfilling both my duties at the same time
- Good collaborative relationship between the DOH & HPCA in BBR
- Monitoring the HTS capturing on TIER.net

Reason for leaving: Retrenchment- Limited funding

Subdistrict Coordinator

**Hospice Palliative Care Association of South Africa, Gauteng
November 2017 - September 2018**

Duties

- Provide technical guidance and oversight on strengthening community-based adherence support (for newly initiated patients, stable ART patients) through the establishment and maintenance of quality Support groups, Adherence Clubs, youth clubs and post-natal clubs
- Promote and support the facility to register all patients in the adherence support groups and adherence clubs under the Central Chronic Medicine Dispensing and Distribution Program (CCMDD)
- Work with the NACS and SRH Technical Assistant to integrate Nutrition Assessment, Counselling, and Support (NACS) and Sexual Reproductive Health into adherence clubs
- Ensure proper uses of assessment tools and analysis of

information

- Contribute to project reporting on a daily, weekly, monthly, and quarterly basis by ensuring timeous, accurate and professional submission of reports
- Support the implementation of a quality assurance system in the district to maintain standards in line with National and Provincial Guidelines and HPCA standards and to uphold HPCA values in all activities

Noticeable achievement(s):

- ✓ Certificated to be the best Coordinator, also most knowledgeable, Coordinator
- ✓ Recognised as the best performing Subdistrict Coordinator
- ✓ Mentoring other Subdistrict Coordinators

Trainer Aurum Institute | Pretoria

Mothers to Mothers

June 2016 - September 2017

Duties

- Develop and circulate the annual provincial training plans and update on the quarterly basis Conduct training DSD needs analysis for m2m
- Coordinators, family mentors, Peer and mentor mothers developing and reviewing training materials
- Manage internal relationships internally with relevant units representing the T&E Unit
- Coordinate all internal meetings with other units representing the T&E Unit
- Attend RTC and other relevant external meetings/workshops representing m2m

Data Trainer/ Project coordinator Parktown Johannesburg

October 2012 - May 2016

Duties

- Conducting training to Data Captures on (TIER.net, DHIS and TIER1)
- Develop and updating data training materials
- Writing training report and conducting assessment
- Typing certificates
- Mentoring and supporting data staff Monitoring sites documenting and reporting
- Produce reports on project preparations
- Identifying potential problem and challenges in the project
- Coordination communication in the project
- Attend and facilitates meetings for updates on the project

Senior Training officer

Aurum Institute, Gauteng, Parktown

October 2007 - October 2012

Duties

- Running Workshops on HIV Care

- Presenting and preparing manuals
- Writing Report on the entire workshop
- Designing training material and presentation
- Mentoring other trainers
- Assisting in doing data training on public health clinical stationary and all the register
- Arranging the training logistics
- Compiling a training data report
- Coordinating all the training
- Doing travelling arrangement

Noticeable achievement(s)

- As the Data Capture and I got promoted from being the data capture to the Training coordinator and then got promoted from being the training coordinator to being a training officer and I was then promoted to be a Senior Training Officer
- Ekurhuleni District was happy with the training we were offering as Aurum
- Established a good relationship with the regional training Centres

EDUCATION

INSTITUTION: UNISA

DEGREE/ QUALIFICATION BA (COMMUNICATION & PSYCHOLOGY)

DATE START DATE: 1995 END DATE 2001

SHORT COURSES

INSTITUTION SIFA

NAME OF THE COURSE DISTRICT HEALTH INFORMATION SYSTEM

- LEVEL 1 TRAINING
- DISTRICT HEALTH INFORMATION SYSTEM
- INTERMEDIATE COURSE

DATE: 2014

DURATION:10 DAYS

INSTITUTION: FPD& CUSTOMER CENTRIC SOLUTIONS

NAME OF THE COURSE: INTRODUCTION TO PROJECT MANAGEMENT / NQF 4 FUNDAMENTALS OF MANAGEMENT

DATE: 2016

DURATION 6 MONTHS

INSTITUTION :SA & PARTNERS

NAME OF THE COURSE: IACT TRAIN THE TRAINER

DATE: 2010

DURATION: 10DAYS

INSTITUTION: EDUTEL

NAME OF THE COURSE: ASSESSOR

DATE: 2009

DURATION: 6 MONTHS

ACCOMPLISHMENTS

- ✓ Recognized by management for delivering the best team while working as Subdistrict Coordinator and being the best Subdistrict Coordinator

- ✓ Recognized by management for implementing, Social Asset building and Intensive Economic strengthening projects and delivering outstanding results in the Mopani and Capricorn districts from 2021 to 2023.

REFERENCES

1. Ayanda Dlamini, FHI360 Position Provincial Manager, Contact 0646400165

2. Mary Bopape Company HPCA Position Subdistrict Manager Contact 0785144886

3. Vivian Mukanima Machokonye, Future Families Deputy Director, Social Worker Cell: +27 (71) 471 1192, Vivian@futurefamilies.co.za