

FAITHNOTSHE

SENIOR CASE WORKER



CONTACTS

+27815291174



fsnotshe@gmail.com



409Justice Mohamed Street,
Pretoria, 0002, South Africa

ABOUT ME

I was recently employed as a seasoned Senior Caseworker at CWS Africa. With broad-ranging expertise in humanitarian duties, travelling and servicing the Sub-Saharan Region. As well as relationship management, operations management and financial administration. I am also highly skilled in overseeing all aspects of program development, including budget planning and championing strategic visions. Also demonstrated leadership skills which drive teams toward success and sustain organizational missions.

SKILLS

Budget Development

Records Management

Contract negotiations and administration

Managing Events

Team Building

Problem Solving

Marketing

LINKS

FaithNotShe:

<https://www.linkedin.com/in/faith-notshe-5a7a0192>

LANGUAGES

- English
- Xhosa
- Afrikaans
- Swahili
- Sotho
-

REFERENCES

Abigail Nyathi

Church World Services
+27 638 27 9995
Abigail.nyathi@gmail.com

Sheilah Bhasopo

Church World Services
T: +2761491 8708
Sheila.rusike@gmail.com

Nandisa Tilayi

Guild Cottage Child & Youth Centre
T: +27 81015569
E: nandisa.tilayi@guildcottage.co.za

PERSONAL DETAILS

Date of birth

05 Apr 1977

Nationality

South African

WORK EXPERIENCE

Senior Caseworker, Church World Service Africa, Pretoria Sep 2022 - June 2024

Travelled throughout Sub-Saharan Africa, as assigned, as well as working remotely to conduct resettlement interviews with refugee applicants, collecting biographical information and establishing refugee claims. Preparing cases for USCIS, including reviewing physical and START files and constituting physical files; Assisted in Adjudications Circuit Rides (missions), which includes completing post-Adjudication review, updating decisions and fingerprints, and preparing and distributing decision letters; Perform quality check reports to ensure complete and accurate files, as well as Identifying and correct processing errors prior to USCIS adjudication; Contributed to the development of standard operating procedures for the Field Processing Department in coordination with Field Processing Department Supervisors as well as Managers and the Field Processing Coordinator. Runs Quality Check reports to ensure complete and accurate files, as well as identifies and correct Processing errors prior to USCIS adjudication; Writes deferrals and info memos for referring agency action, as required; Conducts file reviews in accordance with RSC and USCIS guidelines, paying close attention to detail. Assists in various administrative tasks including but not limited to research, locating files, data entry and case analysis;

Executive Assistant, Guild Cottage Child & Youth Centre, Johannesburg Oct 2019 - Jul 2022

- Managed external contacts and kept track of periodic communication needed for priority contacts
- Oversee executive schedules for the board members and stakeholders
- Liaised with senior and executive administrative assistants from various stakeholders to handle requests and queries from directors
- Handled management of communication to directors, stakeholders and board members by taking and making telephone calls, reviewing and prioritizing mail and composing and typing correspondence
- Conducted research using various media sources to obtain relevant data for staff requirements
- Conceived, prepared and launched special projects to support daily staff, beneficiaries and the running of the organization
- Entered invoice data into school filing system and updated details, including vendors contacts and delivery dates to keep information current
- Monitored attendance records by taking note of staff vacation time, sick days and personal days
- Coordinated events, writing proposals, and recruiting and leading volunteer's programmes
- Attended conferences in person and via e-conference format to represent organization and executives.
- Arranged appropriate travel, visas, agendas, necessary contacts and other information for executive travel

ECD Coordinator/Project Assistant, Kishugu NPC, Nelspruit May 2014 - Nov 2017

- Developed and implemented the curriculum for 10 crèches in the rural areas
- Administered treatment plans and daily lesson plans
- M&E for LETCEE, the implementing organization, to enhance its own learning and M&E systems, and to gather data for use by the funding body to advocate for alternative ECD programmes
- Facilitated and monitored activities in the classroom and other play-areas
- Identified needs for referral, explaining the needs to the parents
- Assisted children in developing age-appropriate self-help skills
- Advocated for children and children's program to parents and church staff
- Established and maintained control and safety of the assigned group of children
- Completed multiple volunteer field trips with the children
- Assisted in food preparation and distribution
- Office Administrative activities.
- Overseeing with Payroll and some HR matters
- Liaising with DEA (Dept. Of Environmental Affairs) and other Stakeholders

HR Assistant, Manganese Meta Company, Nelspruit Dec 2011 - Mar 2013

- Perform administrative duties, such as maintaining employee database and sorting emails for the HR department
- Maintain proper records of employee attendance and leave applications
- Assist HR Manager in policy formulation, hiring and salary administration
- Submit online job postings, shortlist candidates and schedule job interviews
- Coordinate orientation and training sessions for new employees
- Ensure smooth communication between employees and management

Project Manager, Work- Now NGO Recruitment Agency, Cape Town Nov 2009 - Jun 2010

Administered day-to-day operations, including accounting and budget management Executed on-time and under-budget projects to adhere and project road map. Formulated and launched marketing and promotional campaigns for prospective employers

- Partnered with local training colleges, companies and other stake holders to define our goals
- Cultivated and maintained industry relationship and customer partnerships
- Built strong community relations with local businesses, individuals and vendors
- Fundraising and

EDUCATION

Grade 12 (Matric), Phandulwazi Agric School, King Williams Town

Paralegal Studies Diploma, Oxbridge Academy, Cape Town 2003

Public Admin Diploma Esayidi College, Kokstad,

Conflict Management Certificate, MANCOSA, Pretoria

Advanced TEFL/ TESOL Certificate, Pretoria

Monitoring and Evaluation Certificate Pretoria (Short Course)

Project Management, Certificate, Pretoria (Short Course)