**TANKISO RUTH MOKGOTHU**

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|  **29rd street, Burgersdorp, Lichtenburg 2740** |

**PERSONAL DETAILS**

Surname : Mokgothu

First names : Tankiso Ruth

Date of birth : 14 August 1985

Identity : 850814 1065 080

Gender : Female

Marital status : Single

Home language : Setswana

Contact number : 073 848 5832/076 860 3177

**EDUCATIONAL QUALIFICATION**

**Secondary Education**

Name of the school : Sebetwane secondary

Highest grade passed : Grade 12

Year obtained : 2003

Subjects passed : Setswana

 English

 Accounting

 Economics

 Mathematic

**Tertiary Qualifications**

Institution : Vuselela FET College

Qualifications : National diploma in Marketing Management

Year obtained : 2015

Subjects passed : Marketing Management

 Marketing Communication

 Marketing Research

 Sales Management

 Entrepreneurship and Business management

 Computer Practice

Institution : Khuthaza Strategic

Qualifications : Social Auxiliary NQF Level 4

Year obtained : 2012

**WORK EXPERIENCE**

1. Company : Tswelelopele Community Project

Position : Facilitator

Duration : 1 September 2020 to Date

**Duties and Responsibilities**

* Responsible for day to day facilitation of the program activities ( You only live once, Families Matter, Men’s Champion in Change, Ke moja and Community Capacity Enhancement)
* Work collaboratively with program coordinators and service point supervisor of HIV/AIDS at department of Social Development.
* Ensure reports are written and submitted on required time.
* Ensure that all activities are being facilitated as manual and by South Africa National Aids Council (SANAC)
* Performs other duties assigned by the project Manager.
* Meet monthly target as by the project Manager.
* Monthly written reports via indicator 5 to the department of social development.
1. Company : Maboloka HIV/AIDS Awareness Organization

Position : Social Auxiliary worker/Facilitator

Year : 2017 till 2020

**Duties and Responsibilities**

* Responsible for day to day facilitation of the program activities ( You only live once, Families Matter, Men’s Champion in Change, Ke moja and Community Capacity Enhancement)
* Work collaboratively with program coordinators and service point supervisor of HIV/AIDS at department of Social Development.
* Ensure reports are written and submitted on required time.
* Ensure that all activities are being facilitated as manual and by South Africa National Aids Council (SANAC)
* Performs other duties assigned by the project Manager.
* Meet monthly target as by the project Manager.
* Monthly written reports via indicator 5 to the department of social development.
1. Company : National Department of Public works

Directorate : Key Accounts Management

Position : Administration Officer – Intern

**Duties and Responsibilities**

* Handling incoming and outgoing correspondences
* Opening and closing files according to the record classification system
* Update and maintain filing system both manual and electronically
* Deal with general queries of clients departments
* To build and maintain good relationship with clients departments by regular feedbacks concerning their expectations and how they should be achieved
* Maintenance of work control system data Integrity
* Compile Monthly reports
* Keep, Maintain and Update Planning Instruction register
* Receive and issue planning instruction from clients department to construct new office, lease and maintenance of existing state building through unplanned or planned projects
* Render any other administration support as and when required for the component

**Help desk – intern**

* Receive and acknowledge complaint from clients department
* Submit complaint to inspectorate
* Register complaint on computer database
* Logistical arrangement for client forum meetings
* Receive, screen payments and submit them to relevant executing units
* Take minutes during client forum meetings, type them, correct them and send to clients department

**Supply chain Management – Procurement officer: Intern**

* Advertise and close tenders on CIDB
* Extend validities of closed tenders
* Liaise with contractors of emergency projects on day to day maintenance
* Screen tender documents
* Type minutes for Regional Bid Committee
* Issue orders for ratification/emergency for appointed contractors
* Logistical arrangement for Regional Bid Adjudication Committee Meeting
1. Company : Department of Social Development

Position : Social Auxiliary worker

Year : 2011 Till 2012

**Duties and Responsibilities**

* Perform general administrative and clerical support
* Provide assistance and support to Social Workers
* Open new files
* Arrange meetings and assess foster children and parents on monthly basis
* Use appropriate resources in service delivery to client system
* Practice the scheduled duties as assigned by the South African Council for Social Services Professions
* Inspect and register new early learning centres

**Extra Mural activities**

* Hobbies : Reading and singing
* Activities : Socialising

**Competencies**

* Telephone etiquette
* Computer literate
* Planning and organizing skills
* Good interpersonal relation skills

**Personal Attributes**

* Friendly, Patient and Confident
* Excellent communication Skills, i.e Both verbal and written
* Accurate and disciplined
* Ability to work independently and under pressure
* Ability to work as a team

**References**

* Mr. S Moleele

Maboloka HIV/AIDS Awareness Organization (Project Manager)

073 792 4171

* Ms. G Kolwane

Department of Public Works (Project Budget Administration)

018 386 5299/072 275 2207

* Ms. M Segatle

Department of Social Development (HIV/AIDS Coordinator)

082 045 5033

* Mrs M Motlhabane

Tswelelopele Community Project (Supervisor)

078 064 0359