**NOKUBONGA CHARITY GUMBI**
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Compassionate, proactive, pro-youth and curious professional with a proven record of building collaboratives and engaging multifaceted stakeholder groups into achieving a common goal.  Skilled in building cross-functional teams, demonstrating exemplary communication skills, managing during change and providing direction and alignment. Passionate about collaborative impact projects and initiatives that lead to real results for communities and especially youth. With over 10 years’ experience of working in youth development, I am seeking opportunities to leverage my skills and experience to make a meaningful impact in a dynamic work environment. Successful leadership in guiding teams that enabled the support of 100,000+ marginalized youth into economic opportunities across diverse sectors and working with. Adept at strategic planning, team management, project management, financial oversight and funder management.

**Key skills:**

Microsoft Office, Project Management, Youth engagement and development, Public-Private Partnerships, Economic Development, Capacity building and training, Leadership, Monitoring evaluation and learning, Gender equality and social inclusion, Programme Management, Leadership Strategic planning and review, Administrative Assistance.

**WORK EXPERIENCE**

***Community Partnerships Lead - Harambee Youth Employment Accelerator, KwaZulu-Natal***

***09/2020 – 06/2024***

* Programme Managing Global Opportunity Youth Network in the eThekwini site, focusing on strengthening local partnerships to foster youth inclusion in employment
* Managed workplans and reporting for donors like Aspen Institute, Accenture, , Mastercard Foundation, and the Dell Foundation.
* Integral team member supporting the Chief Community Partnerships Officer and Chief Engagement Officer in executing the South African government's Presidential Youth Employment Initiative (PYEI).
* Led a team overseeing support of over 70 000 youth in KZN working with over 100 civil society organizations.
* Managed budget for community partnerships, ensuring a 10% reduction in program costs while maintaining optimal efficiency
* Championed gender equality by actively promoting women's involvement in all partnership activities, resulting in a commendable gender-balanced participation rate of at least 60%
* Translate Harambee Strategy for Community Partnership Team Activities,
* Manage Achievement Against Targets
* Funder management and reporting

***Manager:*** ***Work Seeker Support Manager (Face-to-Face Operations), National***

***06/2019 - 09/2020***

* Facilitated the transition of 2,200 job seekers into economic opportunities and supported 12,000 work-seekers within the first year.
* Oversaw the day-to-day operations, including managing a team of 30 tasked with supporting 20,000 work-seekers per year across Johannesburg, Pretoria, Durban, Port Elizabeth, East London and Cape Town
* Oversaw employability, entrepreneurship programme, and project management, including designing interventions, implementation, monitoring, evaluation, and reporting.
* Developed tools and mechanisms for effectively monitoring activities and provided staff capacity-building sessions on using tools to enhance data quality and reporting, including gender, youth, and social inclusion outputs and impacts.
* Reﬁned work readiness and business development curriculum, workshops, and facilitation processes to enhance participant's experience - integrating the positive youth development framework and adopting a market systems approach.

***Manager: Operations – Harambee Youth Employment Accelerator, East London***

***08/2018 – 06/2019***

* Oversaw the day-to-day operations, including managing a team of 8 tasked with supporting over 12,000 work seekers in 1 year, working with 5 other organisations in the Bumbingomso project to address HIV prevalence amongst youth women and girls in the region of Buffalo City Municipality
* Oversaw employability, entrepreneurship programme, and project management, including designing interventions, implementation, monitoring, evaluation, and reporting.
* Developed tools and mechanisms for effectively monitoring activities and provided staff capacity-building sessions on using tools to enhance data quality and reporting
* Providing inspired leadership to the Harambee East London team to deliver on targets whilst remaining connected to purpose
* Recruiting, training, and providing leadership to new staff whilst upskilling existing team
* Key Achievement: Improving performance by more than a third with less human resources by focusing on improving process flows in various workstreams.

***Manager: Work Seeker Support – Harambee Youth Employment Accelerator, KwaZulu-Natal***

 ***03/2016 – 08/2018***

* Managing The Work Seeker Support Function In KwaZulu-Natal Office And Remote Travels, Responsible For Delivering Over 3000 Work Seekers Supported Face-To-Face In The KwaZulu-Natal Office Per Quarter
* Recruiting, Training and Managing The Work Seeker Support Team
* Accountable For Regional Targets
* Key Achievements: Met annual targets for the region throughout the term in the role with fewer resources and improved processes.

***Team Leader: Work Seeker Support – Harambee Youth Employment Accelerator, KwaZulu-Natal***

 ***01/2016 – 03/2016***

* Managing processes to enable quality delivering of the work-seeker support workshops
* Quality Assuring Work Seeker Support workshop messaging
* Managing a team of 8 members plus external facilitators
* Reporting on targets, team performance and beneficiary experience feedback on a weekly basis.
* Supported on average 1000 youth monthly through in-person workshops and assessments

***Key Accounts Administrator & Facilitator – Harambee Youth Employment Accelerator, KwaZulu-Natal***

 ***11/2013 – 01/2016***

* Liaising with Key Accounts Managers and external clients to fulfill youth employment demand.
* Responsible for setting up interviews for young people and giving them feedback.
* Served as a facilitator in readying youth to get better for work interviews (maximum group presented to was 150)

***Office Administrative Assistant – Harambee Youth Employment Accelerator, KwaZulu-Natal***

 ***04/2013 – 10/2013***

1. Office Management:

 - Maintaining a tidy and organized office environment

 - Managing office supplies and inventory

 - Coordinating repairs and maintenance

2. Communication:

 - Handling incoming and outgoing mail, emails, and phone calls

 - Taking messages and directing queries to relevant staff

 - Preparing and distributing meeting materials and minutes

3. Scheduling and Coordination:

 - Booking appointments and meetings

 - Arranging travel and accommodation

 - Coordinating events and conferences

4. Financial Administration:

 - Processing invoices and payments

 - Managing petty cash and expenses

 - Assisting with budgeting and financial reporting

 - Coordinating training and development programs

**EDUCATION**

Bachelor of Social Science Honours,  2010, University of KwaZulu-Natal  (Coursework + Mini dissertation) (Management & Communication Studies), University of KwaZulu-Natal, 2007-2009

**Graduation Year: 2010**

Bachelor of Social Science Honours, 2010, University of KwaZulu-Natal (Coursework + Mini dissertation) (Management & Communication Studies), University of KwaZulu-Natal, 2007-2009

 **Graduation Year: 2018**

Matric, Impumelelo High School

 **Completed: 2006**

**Non-Credited**
Google Project Management: Professional Certificate, Coursera,

**Completed: 2021**