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| Zintle Prudence Lobbie**Objective**To enhance my professional skills, capabilities and knowledge in an organisation which recognizes the value of hard work and trusts me with responsibilities and challenges.**Personal Details**South African Female : ID No 861212 0417 088zlobbie@gmail.com076 459 3719Code B**Computer Skills**• Ms Word• Ms Excel • Ms PowerPoint• Persal• Internet• Email **Language Skills**• English• IsiXhosa• Afrikaans **Personal Skills**• Attention to Detail • Analytical Thinking • Ability to Work Under Pressure • Communication Skills• Decision Making Skills • Deadline Driven • Leadership Skills• Organisational Skills • Self Motivated • Teamwork• Time Management • Systematic • Interpersonal Skills**Academic History****POST GRADUATE DIPLOMA IN LABOUR LAW***2023 University of Johannesburg***POST GRADUATE DIPLOMA IN PUBLIC MANAGEMENT***2018 North West University***B.ADMIN***2009 University of the Free State***SENIOR CERTIFICATE***2003 Alexander Road High School*  *Eastern Cape***TRAININGS***Introduction to Persal* *Persal 1**Leave Administration***References**Raymond MosesNorthern Cape Department of EducationAssistant Director HRM082 2232123mosesr@ncpg.gov.zaJRM AlexanderNorthern Cape Department of EducationDeputy Director HRM082 808 4476Jrm101nc@gmail.comMr D PetshwaNorthern Cape Department of EducationFormer District Director076 865 7576dpetshwa@gmail.com Mr A ManamelaTsiku ConsultingProject Manager064 606 2291/084 619 7276Alfredm@tsiku.co.za | **Employment History****SWITCHBOARD OPERATOR***November 2023 to currently*• Maintain call records and redirect them to the relevant person• Answering and transferring calls• Act as a receptionist to the site administration• Maintain call records and redirect them to the relevant person• Take and transmit messages• Perform general clerical work as assigned including typing tasks.• Direct visitors to the appropriate offices in a professional and courteous manner• Access control• Customer care• Announce when visitors arrive**PROJECT COORDINATOR AT TSIKU CONSULTING***August 2019 to July 2021*• Maintain and monitor project plans, schedules, budgets and expenditures.• Organise, attend and participate in communication between external stakeholder •Monitor and implement training and capacity building activities• Manage capacity building for employees and for stakeholders • Provide administrative support in the recruitment process, implement project and finalise stage of project.• Assess project issues and provide suitable solutions when applicable.• Create a project management calendar to ensure goals and objectives are met timeously.• Ensure stakeholders concerns are managed towards the best solution.• Resolve Grants Management related queries• Ensure stakeholders adhere to frameworks and all documentation is maintained appropriately for each project.• Update and manage project repository• Facilitate meetings regarding the project and distribute information to project team members.• Report monthly on the progress made.• Compile close out report at the end of the project.• Maintain good relations between project implementers and stakeholders.• Assess project risks and issues and provide solutions.• Accurate and neat filling system is implemented for the unit• Manage both the human and financial resources• Compile and implement the work plan•Monitor financial spending of projects and programs**PRINCIPAL PERSONNEL OFFICER AT NORTHERN CAPE EDUCATION DEPARTMENT***November 2012 to February 2019* • Provide administration support to the Human Resource Department by responding to enquiries and requests that are related to the department via emails and telephonically.• Conduct training and development training to stakeholders explaining legislature, processes and procedures.• Compile reports terminations ,appointments ,pensions and leave audits• Handle site labour related issues and facilitate meetings with employees.• Maintenance of conditions of services• Maintain an effective filing system and ensure employee relations records are kept safe.• Facilitate and coordinate the development and maintenance of Human Resource Plan• Coordinate and implement leaves and leave audits.• Verify and approve employee benefits such as pensions administration, long service, housing allowance, leave gratuities, service bonuses and medical aid.• Manage the Human Capital Information system to ensure accurate database and compliance• Provide administrative support during recruitment and selection process, scribing, writing submissions, appointment letters and appointing employees on the system• Facilitate the interview process and ensure good communication between management and staff.• Ensuring compliance with relevant legislation, audit and risk management• Ensure the new employees documentation is collected, recorded and filed for record keeping.• Assist with the induction of new employees by identifying training needs and gaps analysis.• Help managers in determining training needs and recommend training needs.• Providing reports, statistical analysis and insight to senior management • Terminate the service of off boarding employees and ensure employees benefits are paid in good time• Coordinate the services of Client Liasion in the department for GEMS and GEPF**SENIOR PERSONNEL CLERK AT NORTHERN CAPE EDUCATION DEPARTMENT***March 2011 to October 2012*• Capture leaves, housing and long service.• Pillar administration.• Ensure documents are correctly filled in.• Pension administration.• Appoint educators and PSA staff.• Recruitment and selection process. |