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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 088  zlobbie@gmail.com  076 459 3719  Code 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 Moses  Northern Cape Department of Education  Assistant Director HRM  082 2232123  [mosesr@ncpg.gov.za](mailto:mosesr@ncpg.gov.za)  JRM Alexander  Northern Cape Department of Education  Deputy Director HRM  082 808 4476  [Jrm101nc@gmail.com](mailto:Jrm101nc@gmail.com)  Mr D Petshwa  Northern Cape Department of Education  Former District Director  076 865 7576  dpetshwa@gmail.com  Mr A Manamela  Tsiku Consulting  Project Manager  064 606 2291/084 619 7276  Alfredm@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. |