Bonga Gumede

humanitarian Practitioner

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# Objective

# A highly motivated and results-driven professional with a degree in Development Studies and extensive experience in community development, monitoring and evaluation (M&E), and administrative support. Proficient in conducting needs assessments, designing and implementing community-based development projects, managing data collection and analysis for program evaluation, and providing administrative coordination for program teams. Seeking to leverage a strong analytical background and hands-on experience to support the design, implementation, and evaluation of sustainable development initiatives. Committed to improving program outcomes, ensuring efficient operations, and fostering collaboration to achieve social equity and community empowerment.

# Education

## University of Venda 2019

BA in Development Studies

## Short Course: Computer Literacy 2019

# Experience

## Clean Heat Academy | Monitoring and Evaluation Intern

## *April 2024 – Present*

* **Data Collection & Analysis**: Assisting in the development and implementation of data collection tools to assess the impact of projects aimed at improving education and community welfare. This includes surveys, interviews, and focus groups.
* **Performance Monitoring**: Supporting the monitoring of project activities and outcomes against predefined indicators, ensuring alignment with program goals and objectives.
* **Reporting & Documentation**: Preparing regular reports for internal and external stakeholders, summarizing findings and offering insights on program performance. This helps inform future strategies and decisions.
* **Evaluation Support**: Assisting in conducting mid-term and final evaluations for ongoing programs, analyzing results, and providing recommendations for program improvements.

## ****Capacity Building****: Working with program staff to build their capacity in data management, evaluation methodologies, and evidence-based decision-making processes.

## Mzila Secondary School | Admin Assistant

*December 2020 – March 2022*

* **Clerical Support**: Assisted with the management of student records, enrollment, and academic data, ensuring all information was accurately maintained and up to date.
* **Office Management**: Managed scheduling, appointments, and office correspondence, ensuring that all communications were handled efficiently and in a timely manner.
* **Student Support**: Provided administrative support to students and staff, assisting with the preparation of educational materials, notices, and other necessary documentation.
* **Resource Management**: Coordinated the ordering and distribution of school supplies and maintained inventory to support the teachers and school staff.
* **Communication**: Served as a point of contact for parents and guardians, providing information and answering inquiries regarding school policies, events, and student progress.

**Agincourt Community Organisation** | Volunteering Organiser

*February 2018 – October 2020*

* **Program Management**: Assisted in designing and executing educational outreach programs to engage local children and their families in school enrollment and academic support.
* **Partnership Development**: Collaborated with local schools, community leaders, and stakeholders to strengthen the reach and impact of ACO’s initiatives.
* **Event Planning**: Organized community events, awareness campaigns, and fundraising activities to engage the public and garner support for the NGO’s mission.
* **Data Collection & Reporting**: Assisted in gathering and tracking the progress of beneficiaries, creating reports for stakeholders to highlight the success and areas for improvement in the programs.

# Skills & abilities

* **Program Management**: Coordinated and executed educational programs to increase access to schooling for disadvantaged children.
* **Volunteer & Team Management**: Led, motivated, and organized diverse volunteer teams, ensuring effective task execution and achieving program goals.
* **Monitoring & Evaluation**: Collected, analyzed, and reported data to assess program effectiveness, providing actionable insights to improve initiatives.
* **Project Coordination**: Managed and coordinated multiple projects simultaneously, ensuring deadlines were met and objectives achieved while maintaining program quality.
* **Administrative & Organizational Skills**: Streamlined processes, managed student records, and ensured smooth operations within both educational and non-profit settings.
* **Communication & Stakeholder Engagement**: Built strong relationships with community members, educational institutions, and donors, effectively communicating program goals and updates.
* **Data Management & Reporting**: Managed large datasets, produced clear reports, and used tools like Microsoft Excel, and other M&E platforms like CS Pro for analysis and reporting.
* **Problem-Solving & Critical Thinking**: Identified challenges, proposed creative solutions, and worked collaboratively to enhance program impact and efficiency.
* **Event Coordination & Fundraising**: Organized community events and fundraising campaigns, successfully securing resources and increasing program visibility.

Personal Attributes

* Strong Communication: Exceptional verbal and written communication skills.
* Creative Problem-Solving: Able to apply agile methodologies and design thinking to innovative projects.
* Deadline-Driven: Proactive, quick learner, and always focused on meeting tight deadlines while maintaining high-quality output.
* Collaborative Team Player: Works well within diverse teams, fostering collaboration and agility.
* Adaptability: Flexible and innovative, thriving in fast-paced environments.

**Achievements**

* **ACO NGO**: Facilitated the enrollment of over 50 disadvantaged children in school and assisted dozens in securing bursaries for tertiary education.
* **Local School**: Streamlined administrative processes, reducing record-keeping time by 30%, and organized over 10 school events, boosting parent engagement and school funding.
* **Monitoring & Evaluation Internship**: Contributed to the development of M&E tools and participated in evaluations that improved program strategies, resulting in a 20% increase in participation.
* **Volunteer Leadership (ACO NGO)**: Led a volunteer team of 20+ members, driving a 15% increase in engagement and successfully organized a fundraising event that exceeded target funds by 50%.

**Reference**

Available Upon Request