

CURRICULUM VITAE

GLADYS TEBOGO NTABANYANE

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SUMMARY

A seasoned goal-oriented professional with a strong background in research, policy development, governance, project management, stakeholder liaison and general office administration.

Across multiple roles, the following are common Key proficiencies include

- **Stakeholder Engagement:** Engaged effectively with diverse stakeholders including community leaders, executives, government officials, and external partners.
- **Administrative Support:** Provided comprehensive administrative support including diary management, meeting administration, and document preparation.
- **Policy and Governance:** Managed compliance with regulations, drafted policies, and facilitated governance processes.
- **Communication Skills:** Demonstrated strong written and verbal communication skills in drafting reports, press releases, and engaging with various audiences.
- **Strategic Planning:** Assisted in strategic planning initiatives, monitored performance metrics, and supported decision-making processes.
- **Soft Skills:** Flexible and independent (can also work in a team), great interpersonal skills, highly presentable, can handle confidential material, innovative, problem solver/solution oriented.

EXPERIENCE

- 07/2021 to 09/2024** **Governance Manager**
The Colleges of Medicine of South Africa - Parktown, Gauteng
Ensuring efficient governance, compliance with regulations, effective communication among stakeholders, and the development and maintenance of organizational policies and procedures.
- 06/2021 to 06/2022** **Executive Assistant to the Academic Registrar**
The Colleges of Medicine of South Africa - Parktown, Gauteng
Facilitating communication between candidates and the Academic Registrar, ensuring smooth administrative processes, Administrative support, to the academic registrar / executives and event-related functions within the organization.
- 11/2019 to 02/2020** **Executive Assistant to Member of the Mayoral Committee**
City of Tshwane - Tshwane, Gauteng
responsibilities highlight a diverse role involving high-level support to an MMC, extensive stakeholder engagement, strategic planning, inter-departmental coordination, media relations, and community outreach within the realm of Roads and Transport governance.
- 11/2018 to 04/2019** **Senior Research Executive**
Ask Afrika - Tshwane, Gauteng
Key account management, project coordination, client engagement, research methods, team management, and marketing activities.

10/2017 to 05/2018 Research Consultant
Market Research Management, Northcliff, Gauteng
I took on significant management responsibilities, overseeing the daily operations of the business and serving as the primary liaison for international client engagements. My work involved the development of research tools and survey designs tailored to measure customer experience, employee engagement, and ad-hoc client needs.

01/2012 to 12/2012 Consultant in Contract Research and Consulting
Business Enterprises at the University of Pretoria
Facilitated third income stream generation by managing contract procurement across public and private sectors, including tender document compilation and proposal drafting. Enhanced presentation skills and optimized business unit administration through budget drafting, client invoicing, business development, and fostering internal and external relations.

Research Consultant: Research and General Administration
Various SME's - Remote

Provided comprehensive executive assistant support to consulting firms and SMEs, encompassing administration, stakeholder engagement, and drafting proposals. Managed participant recruitment, including quota setting and interview scheduling, alongside designing questionnaires and conducting research interviews. Proficiently handled desktop research, data analysis, and report writing to support project outcomes effectively.

SKILLS

- Desktop Research
- Policy and strategy development
- Administration
- Stakeholder relationship management

ACCOMPLISHMENTS

Multiple journal publications as co-author in the field of Gender Based Violence and Education (available on ResearchGate)

EDUCATION

2007 BSocSci Specializing in Psychology, Honours: Psychology
University Of Pretoria

01/2006 Bachelor of Arts: Psychology and Education
University Of Pretoria

Certificate of completion, Nyukela Public Service SMS PreEntry Programme:
Public Administration
National School of Government: RSA - Online

REFERENCES

- Ms Yolokazi Kanzi The Colleges of Medicine South Africa
(Academic Registrar) Yolokazi.kanzi@cmsa.co.za 082 251 2454
- Mr. Kabelo Serutle Enterprises University of Pretoria
(Business Manager) 073 226 1926 kabelos@gmail.com
- Prof. Alinah Segobye Human Sciences Research Council
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Additional references can be provided upon request.