

CURRICULUM VITAE

OF

MUVHULAWA STANLEY, MARARA

POSTAL ADDRESS: 14 LOUW STREET,
CORLETT GARDENS,
JOHANNESBURG,
2090

**PHYSICAL ADDRESS:
(SAME AS ABOVE)** 14 LOUW STREET,
CORLETT GARDENS,
JOHANNESBURG,
2090

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1. PERSONAL INFORMATION

Surname: Marara
First names: Muvhulawa Stanley
Date of birth: 04 June 1969
ID Number: 690604 6093 086
Gender: Male
Nationality: South African
Race: African
Home language: Tshivenda
Other languages: English, Sepedi, Setswana, Xitsonga and Afrikaans
Criminal offences: None
Health: Excellent
Disability: None
Driver's license: Code EC 1

2. LANGUAGE PROFICIENCY

	Language					
	English	Tshivenda	Sepedi	Setswana	Xitsonga	Afrikaans
Speak	Good	Good	Good	Good	Fair	Fair
Read	Good	Good	Good	Good	Good	Good
Write	Good	Good	Fair	Fair	Fair	Fair

3. KNOWLEDGE AND SKILLS

I have sound knowledge and understanding of legislative framework governing the Public, Private and Non-governmental Sectors. I am assertive, energetic, confident and pay attention to detail. I am customer service oriented, hard-working and always striving for excellence. I am innovative, risk taker and problem solver. I am friendly and trustworthy. I have good morals and ethics. I am able to work in a team as well as independently. I am able to prioritise and deal effectively with a number of tasks simultaneously. I am able to handle change and adapt to new situations. I have good management skills, strong leadership skills, above-average human relations skills and excellent communication skills. I also have good project management, stakeholder management, time management, coordination, facilitation, negotiation, computer and reporting skills.

4. EDUCATIONAL QUALIFICATIONS

4.1 TERTIARY LEVEL

University attended: *University of Limpopo, Turfloop Graduate School of Leadership, Edupark, Polokwane (2014-2015)*
Qualification obtained: Executive Management Programme (NQF Level 8)
Modules: Strategic Management, Project Management, Leadership and Change Management, Financial Management, Knowledge Management Systems, Service Delivery and Customer Relationship Management as well as Integrated Report.

Technikon attended: **Technikon South Africa, Florida (1996-1999)**
 Qualification obtained: National Diploma in Human Resources Management
 Major subjects: Personnel Management III & Business Management III
 Subsidiary subjects: Industrial Relations II, Management of Training II, Financial Accounting, Principles of Information Systems, Communication English and Labour Law

University attended: **University of Limpopo, Mankweng (1987-1990)**
 Qualification obtained: Bachelor of Arts in Education
 Major subjects: Education IV and Geography III
 Subsidiary subjects: Tshivenda II, English and Latin

4.2 SCHOOL LEVEL

Last school attended: **Tswime Secondary, Mauluma (1984-1986)**
 Highest grade passed: Twelve
 Aggregate symbol: D (Matriculation Exemption)
 Subjects passed: Tshivenda, English, Afrikaans, Mathematics, Physical Science, Biology and Geography

5. COMPUTER AND VIRTUAL TECHNOLOGY METHODOLOGY FACILITATION/TRAINING SKILLS

5.1 Computer Skills:

Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook and Internet

5.2 Virtual Technology Methodology Facilitation/Training Skills:

Skype, Zoom and Microsoft Teams

6. TRAINING ATTENDED

COURSE	TRAINING ORGANISATION	YEAR
Sanlam New Advisor Vesting Programme (NAVP) [Legislation, Financial Planning, Life Risks, Savings, Investments, Retirement, Pensions, Wills and Estates]	Sanlam Training Academy, Johannesburg	2020
Evidence-Based Social Policy	Department of Social Development, Rhodes University and University of Oxford: UK, Pretoria	2012
Advanced Management Development Programme (AMDP)	Public Administration Leadership and Management Academy (PALAMA), Polokwane	2010
Sustainable Enterprise Development	International Labour Organisation (ILO), Italy	2009
EPWP and Labour Intensive Construction Technology for Technical Managers	International Labour Organisation (ILO), Polokwane	2008
Basic Principles of the Economics of Social Protection	University of Pretoria (UP), Tshwane	2007
Social Policy Analysis Training	Department of Social Development and University of Oxford: UK, Pretoria	2007

COURSE	TRAINING ORGANISATION	YEAR
Basic Principles of Public Economics (Finance)	University of Pretoria (UP), Tshwane	2006
Assessor Training	Nomvuyo Molefe Associates (Pty) Ltd, Acornhoek	2005
Best Practices in Performance Management	International Quality and Productivity Centre (IQPC), Sandton	2004
Project Management	Department of Education (DoE), Bela Bela	2004
Chief Users and Chief Users' Clerks Seminar	South African Management Development Institute (SAMDI), PLK	2002
Making Your Ward Committee Work	Institute for Democratic Alternative for South Africa (IDASA), Lephhalale	2002
Introduction to Computer Literacy	Lephhalale FET College (LFETC), Lephhalale	1999
School Management Teams Training	Development Focus South Africa (DFSA), Bela Bela	1998
Leadership Training Course	Students' Christian Organisation (SCO), Polokwane	1988

7. EMPLOYMENT HISTORY

Work experience: *11 years Middle Management, 3 years Executive / Senior Management and 8 years Freelance Trainer/Facilitator and Consultant*

7.1 Name of employer: *Class Act Educational Services (01 June 2023 to date)*

Position: Master Trainer / Freelance Trainer: Foundation Phase (Grade R – 3) Initiative: Learning Through Play

Duties:

- Understand the purpose and intended outcomes of the Foundation Phase Initiative (FPI) United Nations Children's Fund (UNICEF) Project
- Communicate daily with the Project Manager
- Attend monthly virtual meetings with the Project Manager and Project Lead
- Submit monthly and / or quarterly reports to the Project Manager
- Liaise with provincial leads concerning training logistics
- Attend Master Trainer Sessions
- Be well acquainted with the facilitation material and methodology
- Facilitate Subject Advisor Training in assigned provinces
- Present on Foundation Phase Initiative: Learning Through Play to School Management Teams
- Co-facilitate Teacher Training (with Subject Advisors) in six provinces
- Moderate and mentor Subject Advisors during Teacher Training sessions
- Keep records of all training events and meetings
- Support the Subject Advisors after training sessions through virtual meetings and WhatsApp groups
- Support Teachers after training sessions through virtual meetings and WhatsApp groups.

7.2 Name of Employer: **Independent (Self-employment)**
(01 January 2016 to 31 March 2021 and 01 August 2022 to 31 March 2023)

Position: Freelance Trainer/Facilitator (Face to Face and Virtual),
Assessor, Moderator and Consultant

SETA Registrations: ETDP SETA, Bank SETA, Services SETA, Local
Government SETA and Public Service SETA

Duties:

- Facilitate accredited and skills training on Leadership, Management, Business and Finance courses.
- Facilitate skills training on Financial Planning including Investments, Retirement, Pension, Will and Estates.
- Facilitate accredited and skills training on Education, Community Development, Social Development, Health, Services and Local Government SETA courses.
- Facilitate career guidance among school and out of school youth.
- Facilitate school support in Geography for Grade 10 – 12 learners.
- Provide life coaching to single, married, divorced and complicated persons.
- Mentor young people to their fullest potential.
- Direct programmes for events and functions.
- Provide counseling services to people going through challenges and difficulties.

7.3 Name of Employer: **HOPE worldwide South Africa (HWSA)**
(01 February – 30 July 2022)

Position: Acting Senior Programme Manager: Caregiver
Learning Through Play (CLTP)

Duties:

- Ensuring the appropriate staffing of the technical team
- Ensuring strong relationships with the donor, consortium partners and other relevant stakeholders including government
- Ensuring CLTP curriculum development, testing and implementation
- Developing and managing implementation plans
- Ensuring careful programme monitoring and the technical implementation of high impact
- Implement interventions that meet stated goals and reporting requirements
- Develop and manage the Business Plan and Implementation Plans
- Ensure that all targets are met as per the Service Level Agreement (SLA) with the Funder
- Uphold all HWSA Policies and Procedures to Project Team
- Submission of reports to The LEGO Foundation as per given timelines
- Stakeholder management and building strong relationships
- Problem solving skills
- Leading the CLTP Consortium to drive the objectives of the CLTP Program
- Manage and support the Caregiver Project Officer to ensure that targets are met in line with Deliverable 1 (Training of Caregivers by Play Facilitators)

- Manage and Support Practitioner Project Officer to ensure that targets for Deliverable 2 (Training of Practitioners by Lead Trainers and training Caregivers by Practitioners) are met
- Oversee the Monitoring, Evaluation, Research and Learning (MERL) part of the program and ensure adherence to program requirements
- Financial reporting and budgeting of CLTP Program
- Management of Advocacy, Communication and Knowledge Sharing (ACKS) Team and ensuring that they achieve activities in line with implementation plans
- Plan and manage community and stakeholder engagements and events
- Represent the CLTP Program at high level meetings and events
- Manage CLTP Project Team comprising over 20 staff members

7.4 Name of Employer: **HOPE worldwide South Africa (HWSA)**
(19 April 2021 – 31 January 2022)

Position: Programme Manager: Caregiver Learning Through Play (CLTP)

Duties:

- Liaise with Implementing Partners (IPs) and develop the following key Inception Phase Deliverables: Consent Forms and Memoranda of Agreement, Updated Child Safeguarding and Protection and Anti-bribery and Corruption Policies, Detailed Implementation Plan, Internal Communications Plan, Advocacy, Communications and Knowledge Sharing Plan, Evidence MERL Plan and Inception Phase Report
- Liaise with IPs and develop the following additional Inception Phase Documents: CLTP Curriculum and Risk Management Plan
- Coordinate the planning, organizing, implementation, monitoring and evaluation of CLTP within the Consortium Members.
- Coordinate the establishment of the following Task Teams of the Consortium: Curriculum and Training, Evidence (MERL), Advocacy, Communications and Knowledge Sharing (ACKS) as well as Grants and Finance Task Teams.
- Monitor and support IPs to manage the allocated budget and other resources effectively and efficiently.
- Coordinate the identification of Provinces, Districts/Metros and Municipalities by IPs - where training would take place.
- Participate in stakeholder engagement, including community, non-governmental, public and private sectors.
- Participate in the recruitment of HWSA Project Team in consultation with the Line Manager, Human Resources Team and Executive Committee (EXCO).
- Monitor and support in field testing of the CLTP Curriculum.
- Monitor and support Consortium Train the Trainer (TTT) of Play Supervisors and Play Facilitators.
- Lead and guide The LEGO Project Junior Programme Manager.
- Liaise with IPs for the equitable distribution of the required resources to Play Supervisors and Play Facilitators to enable them to execute their duties effectively and efficiently.
- Monitor and support Consortium CLTP Training to ensure good quality and that monthly, quarterly and annual targets are reached as per the Grant Agreement and the Detailed Implementation Plan (DIP).
- Identify potential project risks and address them timeously.

- Participate in Consortium Refresher Training for Play Supervisors and Play Facilitators if and when necessary.
- Convene Inception Phase and Implementation Phase Consortium Monthly Steering Committee Meetings.
- Attend and present at meetings convened by Line Programme Manager and HWSA Senior Management Team (SMT).
- Attend meetings, events, courses or workshops if and when delegated by the Line Manager.
- Compile and submit Weekly Plans, Weekly Reports, Monthly Reports, Monthly Timesheets, Inception Phase Report, Quarterly Reports and Annual Reports to the Line Manager timeously.

**7.5 Name of Employer: Limpopo Department of Social Development
(01 February 2014 to 31 December 2015)**

Position: Director / Senior Manager: HOD Support

Duties:

- Provide guidance and leadership towards the realization of strategic goals and objectives of the Office of the Head of Department (HOD).
- Provide leadership and high-level coordination of the workflow in the Office of the HOD and the Office of the Member of the Executive Council (MEC).
- Ensure and maintain good relations within the department and relevant internal and external stakeholders.
- Formulate and manage the Executive and Senior Management Forums.
- Co-ordinate Social Cluster Activities, Executive Council (EXCO)-decisions, resolutions and follow-up with relevant line functions.
- Consolidate reports and ensure effective turnaround times on documents and submissions.
- Manage and utilize Human Resource in accordance with relevant directives and legislation.
- Formulate and manage the component's budget against its strategic objectives.
- Take minutes during Executive and Senior Management Meetings.

Reason for leaving: To seek a challenging assignment and responsibility, with an opportunity for growth and career advancement. To join a dynamic organisation and use my knowledge, skills and my many years of experience in order to bring valuable contribution which would lead to the growth and expansion of the organisation to its highest potential.

Note: Before I was appointed as Director / Senior Manager: HOD Support I worked as **Acting Director / Senior Manager: HOD Support, Limpopo Department of Social Development (01 June 2011 to 31 May 2012)**

7.6 Name of employer: Limpopo Department of Social Development (01 July 2006 to 31 May 2011 and 01 June 2012 to 31 January 2014)

Position: Deputy Director / Manager / Provincial Coordinator: Expanded Public Works Programme (EPWP)

Duties:

- Manage and develop integrated EPWP Plan for Social Sector Departments, namely: Health, Social Development, Education, Safety, Security & Liaison and Cooperative Governance, Human Settlements & Traditional Affairs and Housing and Sport, Arts & Culture. The targeted beneficiaries of EPWP are unemployed and unskilled Women, Youth and People with Disabilities – especially from poor communities.
- Coordinate the creation of EPWP work opportunities among the following Social Sector programmes: Home Community Based Care (HCBC), Early Childhood Development (ECD), Assistant Probation Officers (APO), Integrated Sustainable Human Settlement (ISHS), Substance Abuse (SSA), *Masupa-Tsela* Youth Pioneer Programme (MYPP), Malaria Control (MC), Victim Empowerment Programme (VEP), Schools Sport Mass Participation (SSMP), Siyadlala Community Sport (SCS) and *Isibindi* (Child & Youth Care).
- Serve as a member of Adjudication Committees/Panels that deal with evaluations of applications for funding by various NPOs for HCBC, ECD, VEP, Older Persons, Persons with Disabilities, Child & Youth Care Centres, Substance Abuse, Institutional Capacity Building & Support, Poverty Alleviation, Youth Development and Women Development.
- Evaluations are done in line with the Standard Operating Procedure (SPO) and set criteria as determined in the approved and published advertisement.
- Facilitate development of training of staff and volunteers in the Social Sector.
- Train out-of-school youth between the ages 17 - 30 years who were attached to Manyeleti Youth Academy on business skills.
- In partnership with various service providers, train the youth on various aspects of entrepreneurship such as: Development of a Business Plan, Business Registration, Business Funding, Financial Management, Bookkeeping, Marketing and Sustainability.
- Link the youth to potential funders who provided them with business start-up capital or equipment. Consequently, after completing their training, some of the youth established the following small businesses: Hair Salons, Internet Cafes and Photocopying as well as Hospitality and Catering.
- Design programmes and interactions to maximize the social impact of EPWP.
- Facilitate inter-sectoral collaboration to ensure that the sector contributes to integrated EPWP service delivery.
- Formulate and manage components budget against its strategic objectives.
- Consolidate and present monthly EPWP Social Sector progress reports to the Social Sector Working and Implementation Committees.
- Represent the Department and the Sector at Provincial and National meetings or conferences. Monitor and support of the training programmes in the Social Sector. Advise Senior Management on issues pertaining EPWP.

Although my role was mainly to manage EPWP Social Sector, the Department of Public Works as the custodian of EPWP, ensured that I also expand my knowledge and understanding of the public sector infrastructure delivery process under EPWP Infrastructure Sector. As a result, I was invited to attend a one week Training Course on EPWP and Labour Intensive Construction Technology for Technical Managers which took place in 2008 and was facilitated by International Labour Organisation (ILO) Engineers.

7.7 Name of employer: **Department of Education
(01 July 2002 – 30 June 2006)**

Position: Provincial Coordinator / Deputy Chief Education Specialist (DCES): Early Childhood Development.

Duties:

- Coordinate Early Childhood Development (ECD) Conditional Grant in Limpopo Province.
- Develop ECD Policies, Programmes and Tender/Bid Contracts for training of ECD Practitioners, Cooks, Gardeners and Site Management Committees (SMCs).
- Serve as a member of Adjudication Committees/Panels that deal with evaluations of applications for training of ECD Practitioners, Cooks, Gardeners and Site Management Committees (SMCs).
- Evaluations are done in line with the Standard Operating Procedure (SPO) and set criteria as determined in the approved and published Tender/Bid.
- Monitor, support and evaluate the implementation of ECD Policies and Programmes.
- Facilitate training of ECD Practitioners, Cooks, Gardeners and Site Management Committees (SMCs).
- Facilitate the implementation of the following programmes in the province: Screening of Learner Teacher Support Material (LTSM), Maths Centre, Takalani Sesame, Breakthrough to Literacy, Provincial Programme of Action, National School Nutrition Programme (NSNP). Batho Pele (People First); Education, Training and Development Practices - Sector Education and Training Authority (ETDP SETA), Takalani Sesame and Expanded Public Works Programme (EPWP).

7.8 Name of employer: **Limpopo Department of Education (1991-2002)**

Position: Educator/Teacher

Duties:

- Educate learners Mathematics, Tshivenda, English, Geography, Business Economics and Economics at Masereni, Tshala and Phegelelo Secondary Schools respectively.
- President of the Students' Christian Organisation (SCO).
- School Tour Organiser.
- School Treasurer.
- Member of School Management Team (SMT).

Reason for leaving: Promotion

7.9 Name of employer: **Independent Electoral Commission** (1999 National Elections and 2000 Local Elections)

Position: Deputy Presiding Officer

Duties:

- Manage, coordinate and supervise the voting at the voting station.
- Take all reasonable steps to ensure orderly conduct at the voting station.
- Order a member of the security services to assist in ensuring orderly conduct at the voting station.
- Exercise the other powers and perform the other duties conferred on or assigned by the Presiding Officer.

7.10 Name of employer: **OK Furniture, Thohoyandou.** Temporary employment for students (December 1987, 1988, 1989 and 1990)

Position: Furniture Salesperson

Duties:

- Keep and update a clientele book with customer contact information.
- Provide customer assistance involving selling and loading furniture.
- Calculate furniture prices according to different offers and discounts.
- Assist customers with choosing decorative home décor and furnishings.
- Design furniture displays.

8. PRESENT COMMUNITY INVOLVEMENT AND LEADERSHIP ROLES

Special Advisor: SCO Turfloop KC Reunion

9. PREVIOUS COMMUNITY INVOLVEMENT AND LEADERSHIP ROLES

Chairperson: Tshikomba Marara Society (1991 – 2022)
Chairperson: Local Organising Committee - International Fellowship of Evangelical Students (IFES) World Assembly 2019
National Deputy Chair: Students' Christian Organisation (2012-2017)
National Secretary General: Students' Christian Organisation (2008-2011)
Provincial Director: Limpopo SCO (2005-2008)
Provincial Treasurer: Limpopo SCO (2003-2005)
Provincial Chairperson: Limpopo SCO Fund Raising Committee (2003-2005)
District Chairperson: Waterberg SCO (2001-2002)
Branch Treasurer: Lephalale SADTU (2001-2002)
Branch Chairperson: Lephalale SADTU (1999-2000)
Church Board Member: Onverwacht AFM (1997-2002)
Education Convener: Lephalale Branch of SADTU (1997-1998)
Treasurer: Phegelelo Secondary School (1996-1999)
President: Phegelelo Branch of SCO (1993-2002)
Chairperson: University of Limpopo's SCO's Fund Raising Committee (1988-1990)

10. PUBLICATIONS

10.1 Author: I am Born Again – 40 Anointed Poems That Will Bless and Revolutionize Your Life (**Poetry Book**)
10.2 Editor: In Touch With Students Christian Organization (SCO), Limpopo (**6-Monthly Newsletter**)
10.3 Chief Editor: Ready for the World (**3-Monthly Newsletter for IFES World Assembly 2019**)
10.4 Author: Changing Your Challenges Into Opportunities (**Autobiography**)

11. OTHER INFORMATION

Award received: National Kamoso Awards: EPWP Social Sector Best Province in 2008 and in 2012.
Finalist: National First Batho Pele Excellence Awards: Best Public Service Leader of the Year 2013.
Professional Body: South African Council for Educators (SACE) – Registration Number: 12353996.
Church affiliation: Light of the Nations International.
Interests: Listening to gospel music, reading, writing and touring.
Travel: **International:** Israel, Botswana, Swaziland, Mozambique, United States of America, Zimbabwe,

Italy, France, Cameroon, Mexico, Germany, Britain and Kenya.

Local: All nine Provinces.

Link: <https://za.linkedin.com/in/stanley-marara-182801127>

Conferences attended:

- **International Fellowship of Evangelical Students (IFES) World Assembly** (03 – 11 July 2019, Klein Kariba, Bela Bela, Limpopo, South Africa)
- **Urbana 2018: Intervarsity Christian Fellowship (IVCF) Students 25th Mission Convention** (Edward Jones Dome, St Louis City, Missouri State, United States Of America, 27 December 2018 – 01 January 2019)
- **Fellowship of Students Union (FOCUS) Kenya Commission Conference** (27 December 2017 – 01 January 2018 Kabarak University, Nakuru Town, Kenya)
- **International Fellowship of Evangelical Students (IFES) World Assembly** (22 – 30 July 2015, Oaxtepec, Mexico)
- **International Labour Organisation (ILO) Conference** (Yaoundé, Cameroon, 2014)
- **South African AIDS Conference** (International Convention Centre, Durban, 2007 and 2009)
- **Urbana 2006: Intervarsity Christian Fellowship (IVCF) Students 21st Mission Convention** (Edward Jones Dome, St Louis City, Missouri State, United States Of America, 27 December 2006 – 01 January 2007)
- **10th International Toy Library Conference** (Centre for Scientific and Industrial Research (CSIR), Pretoria, 2005)
- **OMEP World Conference on Early Childhood Development** (International Convention Centre, Durban, 2002)
- **National Education Policy Conference** (Gallagher Estates, Midrand, 2001)

12. REFERENCES

Name	Position Held	Institution	Contact Details
12.1 Ms Erika Jooste	Senior Programme Manager: Caregiver Learning Through Play (CLTP)	HOPE <i>worldwide</i> South Africa	082 488 1129 erikajooste1@gmail.com
12.2 Ms Daisy Mafubelu	Head of Department (HOD)	Limpopo Department of Social Development	060 721 6624 daisy@vuca institute.com
12.3 Mr Phillip Makakase	Chief Executive Officer	Pono Innovations	079 637 3903 phillipmakakase@gmail.com

13. DECLARATION

I, Muvhulawa Stanley Marara, declare that the information supplied above is, to the best of my knowledge, true and correct.