

Curriculum VitaePersonal Details

Surname : Josopu
Name : Thembinkosi
Postal Address :

Cell phone Number :

Email Address :

Identity number :

Date of Birth :

Gender : Male

Race : Black

Nationality : South African

PROFILE

I'm a highly motivated person who is devoted to all activities related to my field of work. I believe that with the skills acquired over the couple of years of experience in an organizational work made me competent to perform at a very highly level. Where I worked, I have been responsible for overall client's enquiries and processing all administrative duties, recording various findings and accurate record keeping and providing reports to the departmental supervisors and management.

I possess well-developed communication, planning and organization skills, with a strong aptitude to motivate and grow teams and individuals in order to transfer skills and

improve quality and standards of performance. My ability to keep accurate files and records has also assisted me especially with providing high quality service wherever I worked.

I believe that I will add value to any organization with my vast Knowledge, skills and experience gained in the industry.

GENERAL SKILLS, ABILITIES AND COMPETENCIES

- Interpersonal Skills
- Have ability to interact with people at different age level, from diverse groups and including senior management (from institution to stakeholders)
- Linguistic competence: Xhosa, English and Zulu - speak, read and write
- Office Administrative Skills and can perform standby duties
- Planning, Organizational and Coordination Skills
- Event Management and Facilitating Skills
- Marketing and Communications Skills
- Ability to Implement, Monitor & Evaluate projects and activities
- Organizational Development Capabilities
- High-level of Consulting, Negotiating and Advisory competency Skills
- Project Management Skills
- Sound basic Budgeting & Financial Management Practices
- Presentation Skills
- Active Listening, taking notes and report writing
- Conflict Resolution and Problem Solving Skills
- Team Building and Leadership Skills
- Fast Learner, and willing to learn and willing to go extra mile
- Results oriented, team player with the ability to motivate and influence
- Able to work under pressure and uncertainty while focusing in achieving goals

Educational Details

| | | |
|--------------|---|---|
| Matriculated | : | Loyiso High School |
| Year | : | 2000 |
| Subject | : | Xhosa English Economics Business Economics Accounting |

Higher Education

Name of institution : Nelson Mandela Metropolitan University

Qualification : BAdmin in Political studies (2 modules outstanding)

Majors : Public Administration
Political Science

Supporting Courses : Economics
End User Computing
Municipal Administration
Public Law
Administrative Law
Communication English

Other courses : Psychology
Sociology
Language proficiency
Mathematics

Short courses attended at the University of Cape Town(for employee purposes)

- Project Management
- Assertiveness at work
- Extended business writing
- Managing your time effectively
- Interpersonal skills

Work Experience

1. Name of Organization : University of Cape Town

Year : January 2008 to 2011 May

Department : Student Admissions and Advocacy Services

Position : Admissions Officer

Reason for leaving : Resigned.

2. Name of Organization : Department of Trade and Industry

Year : June 2014-2015

Department : Ministry

Position : Head of Office

Reason for leaving : Unfairly Dismissed, the matter has since been resolved
Through bargaining council amicably so.

Level of Responsibility

I have exceptionally served in many committees which are inter-alia as follows:

- 1 SAYC Regional Deputy Chairperson, Nelson Mandela Metro(two terms)
- 2 Western Cape Premier Council on Skills 2011
- 3 Western Cape Technical Working Group on skills 2011
- 4 SAYC Western Cape Provincial Chairperson 2010 till to date
- 5 NMMU Language implementation committee- 2007
- 6 Safety health and environment committee-2007
- 7 NMMU Protection services committee-2007
- 8 NMMU-SRC 2004 & 7
- 9 Served in the **Nelson Mandela Bay-South African Youth Council** as Deputy
Chairperson for two consecutive terms 2004-7
- 10 Executive Committee of senate
- 11 African Peer Review Mechanism Executive Committee-2013-14
- 12 Public Finance Management Committee of NEDLAC-2014.
- 13 Land Restitution Rights Task Team of NEDLAC-2013
- 14 Expropriation Task Team of NEDLAC-2013
- 15 Extended Public Works Program Task Team of NEDLAC -2014
- 16 Market Conduct Policy Framework Task Team-2016
- 17 Border Management Agency Task Team-2016
- 18 International Migration Task Team-2016
- 19 A member of the Development Chamber-2016
- 20 A member of NEDLAC EXCO-2013 to date
- 21 A member of NEDLAC MANCO-2013 to date
- 22 SAYC General Secretary 2013 till present

- 23 SADYC YOUTH UNION Preparatory Committee.
- 24 In my tenure as a student/Youth leader I have participated in many Fora's- Nationally, Provincial and Local. As such I have discussed promulgation of different acts.

Participation in Public Foras

- Attended conference organised by the IEC on the deepening youth participation in electoral democracy was held at Kopanong conference centre in Pretoria 2007.
- Was a transcriber in a documentary titled *freedom was not free* it was broadcasted in SABC 1 in November 2007 and February 2008.
- Represented Nelson Mandela Metropolitan University as a student in a local government conference hosted by Nelson Mandela Bay Municipality in November 2007
- Participated in *Asikhulume-Let's talk* as a panellist sharing a platform with DR Brigalia Bam the Chairperson of the IEC in August 2006
- Attended the National Consultative Conference on Education in 2005
- Was invited by the Minister to attend Department of Education Budget Votes of 2005-7
- Have participated in all processes that lead to the establishment of the National Youth Development Agency including the parliamentary hearings.
- Formed part of the SADC Election Observer mission in Zimbabwe.
- Prepared a submission on behalf of SAYC Western Cape on the Green Paper on Post-School Education in 2013.
- Presented a paper at the National Skills Conference held in Johannesburg in 2013
- Presented a paper at the Presidential Indaba held in Johannesburg in 2014.
- Attended the African Young Leaders Workshop held in Beijing, China and I was elected the leader of the African Delegation from SADC.

Skills Acquired

Whilst serving in those bodies I accumulated much knowledge on leadership and various leadership roles of organizations, the following are a leaving testimony:

- 1 Public speaking, Negotiations Skills, One to One, Presentation Skills, Writing and Presentation of Minutes.

I am able to use the following Computer Programmes:

- 2 Microsoft word, Microsoft Excel, Microsoft Power Point, Internet Usage, GAANT CHART, people soft and RMS. I am therefore capable of managing office and people given that responsibility.

References

- 1.