

W20
PO BOX 574

Carolina

185

17 November 2016

ATT: Mr Masixole Zibeko

Committee Secretary

Republic of South Africa

3rd Floor, 90 Plein Street

Cape Town

8001

Dear Mr Zibeko

**RE: ACCEPTING NOMINATION TO SERVE AS A BOARD MEMBER OF THE NATIONAL
YOUTH DEVELOPMENT AGENCY (NYDA)**

I, Ndumiso Thokozani Mokako,
the board of the NYDA.

reby accepts nomination to serve on

I hope you will find the above in

Ndumiso Mokako

Ndumiso Mokako

**CURRICULUM VITAE
OF**

NDUMISO THOKOZANI MOKAKO

PERSONAL DETAILS

Surname : Mokako
First Name : Ndumiso Thokozani
Date of Birth : 26 December 1986
Identity Number :
Postal Address :

Residential Address :

Contact Number :
Email Address :
Gender : Male
Drivers Licence : Code C1
Criminal Record : None

EDUCATION AND QUALIFICATION

School : Carolina Combined School
Highest Grade : Grade 12
Year completed : 2005

Current Tertiary Qualification

Institution : University of Pretoria
Degree : Bachelor of Commerce (Financial Accounting, Internal Auditing and Financial Management)
Year completed: 2011

Institution : Rhodes University
Qualification : Certificate in Government Media Essential Tools for Editors
Year : 2014

Institution : WITS Business School
Qualification : Certificate Programme in Management Development for Municipal Finance
Year Completed : 2014

Institution : WITS Business School
Qualification : Advanced Certificate Programme in Management Development for
Municipal Finance
Year Completed : 2015

Institution : LGSETA
Qualification : Certificate in Municipal Financial Management (NQF Level 6)
Year Completed : 2015

COMPUTER LITERACY

Windows 2007, MS Word, MS Excel, MS Power Point, MS Outlook

CAREER OBJECTIVES

I am an innovative person who is disciplined, hardworking, committed, dedicated and ambitious. I want to gain continuous experience in research, knowledge management and public sector financing models, so that I can best use the limited resources the country has to champion youth development.

WORK EXPERIENCE

Current: Mpumalanga Department of Public Works, Roads and Transport (2016 September to date)

Job Title: Senior Manager: Office of the MEC

Duties : Plan and coordinate activities in the office of the MEC
Manage MECs Diary

Coordinate all MECs support programmes

Facilitate and implement executive duties assigned to the MEC

Give administrative support to the MEC

Organise and manage events hosted by the Office of the MEC

Research and prepare advice for the MEC

Write speeches for the MEC

Prepare press release for the MEC

Manage Budget in the office of the MEC

Previous: Chief Albert Luthuli Municipality (2012 to 2016 August)

Job Title: Personal Assistant to the Executive Mayor

Duties : Plan and coordinate activities in the office of the Executive Mayor
Manage Executive Mayors Diary

Coordinate all Executive mayor's support programmes

Facilitate and implement administrative duties assigned to the Executive Mayor

Give administrative support to the Executive Mayor and fulltime Office Bearers

Organise and manage events hosted by the Office of the Executive mayor

Research and prepare research findings for the Mayoral Committee
 Interpret Research finding for the Mayoral Committee
 Write speeches for the Executive Mayor
 Prepare press release for the Executive Mayor
 Manage Budget in the office of the Executive Mayor

Previous: Chief Albert Luthuli Municipality (June 2014 to September 2015)

Job Title: Acting Officer for Youth, Gender and Disabled People

Duties : Prepare annual reports and work with councillors to prepare advocacy issues
 Initiate programs and projects to ensure inclusion of the Youth, Women and disabled people need on the IDP and Led strategy
 Undertake an audit of Youth, Women and Disabled people organizations within the municipality
 Align youth development in the municipality with other spheres of government
 Consult and liaise with civil society on youth and gender related issues
 Advance policy on women empowerment and youth development
 Conduct research on youth development issues
 Formulate a youth development strategy for the municipality
 Coordinate and facilitate the formation of youth councils in the municipality

Previous : Carolina Combined School (2007)

Job Title: Mathematics and Science Teacher

Duties : Teach Maths and Science
 Compile Marks
 Prepare reports for HOD

RESPONSIBILITIES AND ACHIEVEMENTS

-RCL President	:	Carolina Combined (2005)
-Best Student in Maths	:	Carolina Combined (2003 till 2005)
-Chairperson (ANCYL)	:	University of Pretoria Branch (2008 till 2009)
-Regional Chairperson (SASCO)	:	Tshwane (2009 till 2010)
-Deputy Provincial Chairperson (SASCO)	:	Gauteng (2010 till 2011)
-Member of ANC Gauteng PEC Education: Sub-committee	:	Gauteng (2010 till 2011)
-Provincial Chairperson (SASCO)	:	Gauteng (2011 till 2012)
-ANCYL Regional Executive Committee Member:	:	Gert Sibande (2013 till 2015)
-ANCYL National Executive Committee Member:	:	South Africa (2015 to date)

SKILLS ACQUIRED FROM RESPONSIBILITIES

Understanding and interpreting social dynamics
Working under pressure
Working with teams
Understanding Youth Development
Working with numbers
Organizing
Reading
Writing reports and papers
Conducting meetings
Communicating
Preparing presentations

REFERENCES

