

PERSONAL DETAILS

First Names : Siphon Ebenezer Barnabas	Surname : Dikgale
Identification No.	Title : Mr
Nationality :	Drivers License: EB (Code 8)
Home Address :	City :
Home Tel :	Mobile Phone :
Emergency	Email Address:

REFERENCES

First Name : Keketso	Surname : Maema
Title : Mrs	Relationship : Former CEO
Employer : Gender Commission	Position : CEO
Mobile No.	Office line
First Name : Molefe	Surname : Mabe
Title : Mr	Relationship : Former HR Manager
Employer : Robben Island Museum	Position : HR Manager
Contact No : (0 465	Email Address : r
First Name : Dr. Moses	Surname : Ralinala
Employer : Self Employed	Position : Political Analyst
Mobile No.	

EDUCATION

High School : Pax Institution (1986-90)	Qualification : Grade 12 (Matriculation)
Tertiary : Fort Hare University (1991-94)	Qualification : B.A. Social Work Degree (Hon)
Tertiary : Independent Mediation Service of S.A (1994)	Qualification : Community Train the Trainer
Tertiary : Trident Institution (1994)	Qualification : Trainer- Entrepreneurship Cert.
Tertiary : United Nations Systems College (2005)	Qualification : Conflict Prevention Cert.
Tertiary : ExecuPrime Training (2005)	Qualification : Project Management Cert.
Tertiary : Regenesys Management (2008)	Qualification : Financial Management Cert.
Tertiary : Regenesys Management (2008)	Qualification : Facilitation and Presentation Cert.
Tertiary : Regenesys Management (2008)	Qualification : Negotiation and Conflict Mgmt Cer

Tertiary : Edutel College (2010)

Qualification : Accredited Facilitator (Level 5)

Tertiary : Tembe Service Providers (2011)

Qualification : Accredited Assessor (Level 5)

BOARD MEMBERSHIP/COMMUNITY INVOLVEMENT

Permanent Structures:

Organisation: Vulamehlo Street Kids Project

Type of Organisation: Non-Governmental

Position : Co-founder and Board Member

Capacity : Deputy Chairperson 1995-96

Organisation: Girl Child Movement

Type of Organisation: Non-Governmental

Position : Board Member

Capacity : Chairperson 2005- todate

Organisation: Progressive Women's Movement S.A.

Type of Organisation: Non Governmental

Position : Board Member

Capacity : Chairperson of Campaigns 07-

Ad Hoc Structures:

Structure : Mpumalanga Young People at Risk Committee

Position : Founder & Chairperson 95-96

Structure : Mpumalanga Crime Prevention Task Team

Position : Founder & Chairperson 96

Structure : Roll Back Xenophobia Task Team

Position : Secretary 1998

Structure : Gauteng Refugee Forum

Position : Secretary, 1997-1998

Structure : Limpopo Forum for Institution Supporting Democracy

Position : Founder & Chairperson 03-07

CAREER OBJECTIVE

To find a challenging position to meet my competencies, capabilities, skills, education and experience.

MANAGERIAL COMPETENCIES

- | | |
|--|-------------------------------------|
| 1. Strategic Capabilities and Leadership | 2. Programme and Project Management |
| 3. People Management and Empowerment | 4. Financial and Budget Management |
| 5. Change Management | 6. Serve Delivery Innovator |
| 7. Knowledge Management | 8. Organisational Skills |
| 9. Communication (Oral and Written) | 10. Problem Solving and Analysis |

OCCUPATIONAL ATTRIBUTES

- | | |
|--|---|
| 1. Analytical Skills | 6. Presentation Skills |
| 2. Computer Literate | 7. Skills in Mediation |
| 3. Policy Conceptualisation, Analysis and Implementation | 8. Skills in Governance |
| 4. Self Management | 9. Diversity Management |
| 5. Knowledge of Performance Management and Reporting | 10. Resource Mobilisation and Fundraising |
| 6. Community/Stakeholder Engagement Skills | |

PROFESSIONAL EXPERIENCE

Current Position	: D. Director- Internal Loss Control
Reporting to	: Director
Organisation	: Limpopo Dept of Agriculture
Period	: 01 Dec 16- to date

Key Duties and Responsibilities:

1. Manage losses of assets
2. Obtain all detail and statements regarding claims and losses and entering the same in loss register
3. Follow up and settle such cases.
4. Manage damages of assets in the department
5. Keep track records of the department losses
6. Conduct investigation, generate reports and submit to Loss Committee for adjudication
7. Report damages and claims to the Accounting Officer and Auditor General
8. Render secretariat service to the Loss Control Committee
9. Conduct loss control awareness campaigns to official of the Department
10. Develop policy document related to Loss Control
11. Manage, supervise and ensure support the personnel in the Directorate

PROFESSIONAL EXPERIENCE

Current Position	: MEC Spokesperson
Reporting to	: MEC
Organisation	: Limpopo Dept of Agriculture
Period	: 01 Sep 2014- 30 Dec 2016

Key Duties and Responsibilities:

12. Develop, implement and manage an effective media liaison service.
13. Liaison with the media on subjects, conditions, programmes and projects of the department.
14. Liaise with the communication component of the department to ensure coordination and alignment with the political priorities and programmes of the MEC,
15. Monitor media reports and public attitudes to ensure that the MEC is well informed on current affairs that impacts on the department.
16. Support the MEC in all media related activities and events.
17. Issue media statements and press releases for the purpose of communicating departmental information to the public on behalf of the MEC.
18. Draft and implement a communication strategy for the office of the MEC.
19. Develop proactive strategic media plans in line with corporate communication strategy.
20. Build good relations between the department and the media

21. Manage resources (physical, human and financial)

Current Position	: Media Liaison Office
Reporting to	: Provincial Secretary
Organisation	: African National Congress
Period	: Jan 2013 to August 2014

Key Duties and Responsibilities:

1. Correspond with ANC employees and external stakeholders to keep them informed of ANC developments.
2. Coordinate ANC media presence in the Limpopo Province
3. Distribute PEC (executive) messages, prepare presentations and internal memos and conduct meetings to share information;
4. Develop print materials and branding strategies for the ANC in the province;
5. Represent the ANC to stakeholders, interested parties and the public as directed by the Secretary
6. Serve as the spokesperson to the media and the general public as directed by the Secretary;
7. Prepare and distribute press statements on decision taken by the PEC that needs public profile to the media;
8. Arrange interviews and compile press kits

Position	: Program Manager
Reporting to	: ANCWL Provincial Secretary
Organisation	: African National Congress W.L
Period	: Jan 2012-Dec 2012

1. Provided strategic support in planning, monitoring and evaluation processes and ensured implementation of organisational programmes of the ANCWL in Limpopo Province, under the political guidance of the Provincial Secretary of the ANCWL
2. Prepared and submitted an Annual Operational Action Plan informed by both National and Provincial Conference Resolutions and policies of the ANC & ANCWL.
3. Reported accurately on progress made and challenges encountered
4. Provided administrative and technical support to the ANCWL Provincial Secretary and regional structures of the ANCWL and its strategic partners
5. Developed and implemented a communications and stakeholder management strategy that is in line with the ANCWL communication strategy;
6. Advised the ANCWL Provincial Secretary on stakeholder relations and management thereof.
7. Facilitated and coordinated stakeholder engagements on behalf of the ANCWL Provincial Secretary.
8. Provided events management and coordination during events of the ANCWL

Position	: Provincial Manager
Reporting to	: Chief Executive Officer

Organisation	: Commission on Gender Equality
Period	: Nov 02 to Jun 2011
Reason for Resignation	: Pursue Business Interests

Organisational Brief Background: One of the six independent institutions set up in terms of the RSA Constitution to promote democracy and human rights. It promotes Gender Equality in all spheres through monitoring, public education, investigation, research; evaluate policies and Acts of Parliament.

Key Duties and Responsibilities:

1. Provided leadership in the development of the strategic vision for the Gender Commission in the region (Limpopo, Mpumalanga and North West Provinces) as a whole and for the country.
2. Participated in corporate programme exercises designed to set Gender Commission's programme directions
3. Monitored development in the region in terms of trends directions and issues with regard to gender equality and women Human rights as a basis for Gender Commission's program;
4. Prepared, implemented and monitored Gender Commission's financed activities in order to assist in the development of regional capacity for attention to gender issues
5. Managed all aspects of programme implementation;
6. Led a high performing team of regional and program managers to the next level by further developing and implementing recruitment, training and retention strategies
7. Prepared and submitted an annual operational budget to the CEO and CFO for review and approval, managed effectively within this budget, and reported accurately on progress made and challenges encountered.
8. Served as educator in the community, speaking at public gatherings and facilitated social action projects; fostered mutually helpful relationships with government and civil society organisations;
9. Conducted research on different issues and aspects of law for the purpose of reformed engendered legislation;
10. Liaised with policy makers, politicians, academics and civil society for the development of gender inequality free society
11. Implemented and evaluated staff and community training programs
12. Represented the Gender Commission in relations with governmental and media institutions
13. Directed fund-raising activities and prepared public relations materials

Position	: Program Manager
Reporting To	: Chief Executive Officer
Organisation	: Learning for All Trust
Period	:Feb 02- Oct 02
Reason for Leaving	: Head Hunted

Organisational Brief Background: Learning for All Trust is a national Aid Agency which promotes healthy development and wellbeing of young children, through initiatives that emphasize parent and community engagement, professional, civil society and government accountability. Its rights-based approach and social justice framework give particular attention to minorities; children with developmental delays, malnutrition and disability, children living in poverty.

Key Duties and Responsibilities:-

1. Contributed to the organisation's planning, through preparation of project strategies and work plans and participated in team and Board meetings
2. Developed and monitored new and existing strategic initiatives to promote early childhood development;
3. Served as the primary contact for operating programs, grant making and NGO development focused on sustainment.
4. Established and maintained relationships with other agencies and organisations in community to meet community needs and ensured that services were not duplicated
5. Prepared and maintained records and reports, such as budgets, personnel records or training manuals;
6. Directed activities of professional and technical staff members and volunteers
7. Evaluated the work of staff and volunteers to ensure that programs were of appropriate quality and that resources were used effectively
8. Planned and administered budgets for programs, equipment and grant making;
9. Participated in the determination of organisational policies regarding such as participant eligibility, program requirements and program benefits
10. Researched and analysed member or community needs to determine program directions and goals;
11. Spoke to community groups to explain and interpret the Trust purpose, programs and policies
12. Represented the Trust in relations with governmental and media institutions
13. Analysed proposed legislation, regulations to determine how the Trust services could be impacted.

Position	: Grants and Program Manager
Reporting To	: Chief Executive Officer
Organisation	: Japan International Volunteer Centre
Period	: Jan 1997- Dec 2001
Reason for Leaving	: 5 Year Contract Elapsed

Organisational Brief Background: Japan International Volunteer Centre (JVC) is an international Aid Agency providing assistance in community development, peace exchange and emergency relief in South Africa and other regions.

Key Duties and Responsibilities

1. Managed project relationships between JVC and major grants officers, provided proactive, timely information on grant progress, performance and remedial actions
2. Reviewed, revised, generated and submitted reports and other deliverables to external donors
3. Processed fund transfers, implemented partner cooperation with national staff and international JVC staff
4. Kept abreast of, and reported on, social, political, environmental, and economic trends in South Africa, particularly as they were related to JVC programming and partnerships
5. Collaborated with Monitoring and Evaluation Manager, external consultants and members of national team to develop and manage monitoring and evaluation systems, tools and consultancies for grant projects
6. Monitored and provided financial and programmatic oversight in collaboration with international staff and national teams; tracked project spending; tracked performance against project objectives and managed remedial actions

7. Provided technical assistance and support to implementing partners and national teams in grant management and compliance
8. Ensured compliance with JVC's safety and security procedures and protocols
9. Took a proactive approach in building relationships with local and national media
10. Served as one of the program's spokespersons, responded to media inquiries; facilitated quotes and comments to press from key program spokespersons.
11. Recruited, interviewed and hired or signed up volunteers and staff
12. Developed annual program implementation plans, including periodic field reviews and meetings with the community and other stakeholders
13. Researched programmatic topics by conducting literature review searches, gathering and ordering articles.

Position	: Community Relations Coordinator
Reporting To	: National Coordinator
Organisation	: National Institute for Crime Prevention and the Reintegration of Offenders (NICRO)
Period	: May 1995- Dec 1996
Reason for Leaving	: Career Development

Organisational Brief Background: NICRO remains the only national non-governmental organisation providing a comprehensive crime prevention services across South Africa.

Key Duties and Responsibilities:

1. Assisted, coordinated, organised and documented crime prevention activities of the organisation
2. Developed, coordinated and presented a range of educational events/campaigns related to crime prevention
3. Developed and maintained interactive information and communication system/s linking with schools, businesses, community, Police Community Forums and various news media
4. Reviewed, revised and created training and educational materials related to crime prevention;
5. Provided crime prevention information, advice and referrals over the phone and in person
6. Studied reports and other information sources to remain informed on what was going on;
7. Assisted with a quarterly newsletter and other public information material as needed;
8. Coordinated crime prevention programs
9. Participated in related professional, community service and public information organisations;
10. Assured the security and confidentiality of materials and information as appropriate

OCCUPATIONAL EXPOSURE

1. Trained on Juvenile Justice System for model implementation in RSA, Nederland (1995)
2. Trained on International Human Rights treaties, conventions, converts and etc, UNHCR, Pretoria, 1997
3. Monitored Presidential Elections in Zimbabwe on EISA Mission, 2001
4. Monitored Presidential Elections in Rwanda on RSA Mission, 2003
5. Trained on Gender Analysis Policy Formulation, Limpopo, Canada Status of Women, 2003
6. Trained on Conflict Prevention, UN System Staff College, Nigeria

LANGUAGE PROFICIENCY

Language	Speak	Read	Write	Understand
1. English	Yes	Yes	Yes	Yes
2. Afrikaans	Yes	Yes	Yes	Yes
3. N. Sotho	Yes	Yes	Yes	Yes
4. S. Sotho	Yes	Yes	Yes	Yes
5. Zulu	Yes	Yes	Yes	Yes
6. Xhosa	Yes	No	No	Yes
7. Ndebele	Yes	No	No	Yes
8. Seswati	Yes	No	No	Yes