

CURRICULUM VITAE

OF

SIFISO MTSWENI

Grouteng

## **CURRICULUM VITAE OF SIFISO MTSWENI**

### **1. Personal Details**

Surname: Mtsweni  
Name: Sifiso John  
Marital status: Single  
Date of birth: 2 April 1985  
Health: Excellent  
Nationality: South African  
Identity Number: Code 08  
Drivers License:  
Languages: English: Understand, speak, read and write  
Afrikaans: Understand, speak, read and write  
Ndebele: Understand, speak, read and write.  
Sepedi: Understand, speak, read and write  
IsiZulu: Understand, Speak, Read and write  
IsiXhosa: understand, speak, read and write

### **2. Educational Background**

#### **Tertiary**

Name of institution: Nelson Mandela Metropolitan University  
Course: Sport Management  
Level of study: 3<sup>rd</sup>  
Completed Modules: Management (Sport; Business; Human Resources; Events) I, II, III  
Marketing (Sales; Public Relations; Personal Selling) I, II, III  
Sport and Physical Recreations I, II  
Communications in English A I  
End User Computing (MS Word; Excel; PowerPoint; Outlook  
Express; Internet Explorer)

UNISA Short Course: Small Business Management  
IMSIMBI Training Institute: Certificate in Project Management

### **High School**

Name of School: Excelsior College- Marble Hall  
Highest Grade: Grade 12  
Subjects: English 1<sup>st</sup> Language  
Afrikaans 2<sup>nd</sup> Language  
Mathematics  
Physical Science  
Biology  
Accounting

### **3. Work Experiences and Skills acquired**

Employer: Small Enterprise Development Agency (SEDA) Western Cape  
Branch: EDEN, George  
Duration: 01<sup>st</sup> February 2010 till present (Still employed)  
Position: Business Advisor and Acting Branch Manager (October 2013 until August 2014)

Duties performed: Provided necessary business advisory services to entrepreneurs and SMME's  
Facilitated the provision of Seda products to SMME's  
Use Diagnostic tools to analyze business performance and advice businesses accordingly.  
Co-ordinate and organize business Focus Groups.  
Conduct capacity building training for entrepreneurs and SMME's.  
Conduct outreach programs and information sessions for SEDA  
Project Manage interventions as a result of diagnostic tools.  
Manage Service Providers and provide capacity development where necessary.

Skills obtained: SEDA CRM Operator  
Trained and accredited on Small Business Assessment Tool (SBAT)  
Accredited on the Pre-Start up Assessment Tool (PSAT)  
Accredited on Critical Planning Exercise (CPE)  
Accredited on Assessing Company Operations (ACO)  
Accredited Tender Training Facilitator  
Pre-start up training facilitator.  
Business Skills- Small Enterprise  
CORE 1  
Small Business Counseling

**Additional Responsibilities:**

**Acting Branch Manager (October 2013- August 2014)**

Delivered on Operational targets in line with the Seda National Business Plan

Implemented the Seda performance management framework that manages the level of quality of service delivery

Developed and maintained sound stakeholder relationships.

Managed the day to day operations of the SEDA main branch as well as the 4 additional satellite Branches.

Managed and coached Business Advisors.

Employer: **Small Enterprise Development Agency (SEDA)**  
Branch: **Eden Western Cape**  
Duration: **2009-2010**  
Position: **SHINTSA Intern**

Duties performed: **Co-ordinating New Venture Creation focus groups**

**Milestones Achieved at SEDA:**

- Three of my main clients won the Prestigious George Business Chamber Entrepreneur of the Year awards (2011, 2012 and 2014 Gala events)
- 2011 Success Story was chosen as the Provincial Success Story and subsequently one of the 9 National Success Stories
- 30 Success Stories to date
- 19 out of the 25 New Venture Creation (NVC) Focus Groups are still function after 2 since the program closed.
- Acting Branch Manager

**Duties Performed outside the scope of work:**

- Conceptualized, planned and hosted the SEDA Youth Entrepreneur's Workshop that attracted over 500 young people from across the District in conjunction with NYDA. The event was attended by stakeholders such as SARS, NEF, DTI, IDC, CPPP and others. (February 2012)
- Conceptualized, planned and hosted the 1<sup>st</sup> ever SEDA Township business fair (eKasi Township fair) where SEDA registered SMME's

showcased their products to tourists and invited guests and stakeholders.  
(October 2011)

Employer: **George Municipality**  
Duration: 01<sup>st</sup> November 2008- 15 December 2008  
Position: Intern.

Duties Performed: Assisted with the general office work.  
Assisted the Sport Officer with the performance of his duties.  
Co-organized the annual IRB 7's Tournament in Outeniqua Park.

Employer: **ABSA Cape Epic**  
Duration: 02 April- 09 April 2005 and 02 April-09 April 2007  
Duties: Organize the race village for the World Series.  
Pitch tents and set up the venues on all nine stages.  
Part of the overall crew of the event.

#### **4. LEADERSHIP AND HONOURS**

**African National Congress (ANC):** Western Cape Provincial Executive Committee (2015- Present)  
Southern Cape Regional Executive Committee/Regional Working Committee (2013-2015)  
George Sub-Regional Executive Committee (2010-2011)  
George Central Branch Chairperson (2009-2012)

**African National Congress Youth League:** National Executive Committee (2015-present)  
Southern Cape Regional Executive Committee Chairperson (2013-2015)  
Regional Task Team Convener 2013  
George Central Branch Chairperson (2008-2009)

**South African Students Congress (SASCO):**

Branch Chairperson 2004-2006  
Regional Treasurer 2006- 2007

**Nelson Mandela Metro University George Campus:** SRC President 2006 and 2007

**P.E Technikon George Campus:**

SRC Sport Officer 2005

**Nelson Mandela Metro University George Campus:** 1<sup>st</sup> team soccer player and Executive Committee member.

**National Health Education and Allied Workers' Union:** Western Cape Provincial Shop Steward

**Southern Cape Social and Economic Development Forum:** Vice-Chairman

**Computer literacy:**

Microsoft Word	Excellent
Microsoft Excel	Excellent
Microsoft PowerPoint	Excellent
Microsoft Outlook web access.	

**Personal Attributes:**

Extensive experience in Youth Development related areas with a specific focus on politics, Sport and economic development, especially SMME development. In addition, I am a team Player, a hard worker, I possess good interpersonal skills. I have excellent verbal and written communication skills, fluent with 8 South African languages, spoken and written. I have good planning and organizational skills, I am Innovative and I always take initiative.