

Curriculum Vitae

Revised 2020

Nkate Kebaabetswe

Postal Address:

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Residential Address:

Email:

Personal Details

Surname	Nkate
Full Name	Kebaabetswe Giveness
Date Of Birth	1991-02-19
ID number	
License	code 10
Gender	Female
Marital Status	Single
Nationality	South African
Language of Interaction	English
Other languages	Setswana, Afrikaans, xhosa
Health	Good

Qualifications

Qualification	Masters in Town and Regional Planning
Thesis Topic	Examining the future-orientation of municipal planning: case study of Tlokwe City Council.
Institution	University of Pretoria
Year Obtained	2016
Qualification	Honours of Social Science in Development Studies
Thesis Topic	An Analysis of Community Participation in Local Government Integrated Development Planning with Reference to Mafikeng Local Municipality.
Institution	North West University
Year Obtained	2012

Qualification B. Soc. Sc in Political Science and International Relations
Institution North West University
Year Obtained 2011
Achievements Included and Completed all elective modules of Public Administration towards my studies in B. Soc. Sc Political Science and International Relations

Highest Standard Passed: Matric

Year Of Completion 2008
Last School Attended Resolofetse Secondary School
Subjects Passed Maths, Physical Science, Life Science, English, Setswana, Afrikaans and Life Orientation

Registration with the Professional Body

Institution South African Council for Planners (SACPLAN)
Profession Candidate Planner-Student
Registration Number CS/7800/2014
Date of Registration 19 June 2014

Achievements and Leadership Experience

Institution North West University (Mafikeng Campus)
A Students Representative in the Human Social Science Council
2010/2011

Institution North West University
Students Representative Council Member 2011/2012
Institutional Student Representative Council Member 2011/2012

Acquired Skills From Leadership Experience

- ✓ I have gained conflict resolution competency e.g. (negotiation, mediation and arbitration) through engagements of students as well as management.
- ✓ Good interpersonal and communication skills
- ✓ Good planning and management skills

- ✓ Project management skills
- ✓ Good Financial administration
- ✓ Risk Management
- ✓ Report writing skills

Work Experience

Employer	North West Provincial Government
Department	Office of the Premier
Directorate	Inter-Governmental and International Relations
Position	Intern
Year	2013
Responsibilities	<ul style="list-style-type: none"> ✓ Provide secretariat support to the Directorate and stakeholder meeting <ul style="list-style-type: none"> ➤ Draft minutes and Action list ➤ Compile and distribute meeting documentation ➤ Send out invitations and reminders ✓ Provide content support to the Inter – Governmental Relations <ul style="list-style-type: none"> ➤ Draft submissions for approval of the Head of Department (HOD) ➤ Prepare reports for the directorate ➤ Draft letters ✓ Advice senior managers on inter – governmental relations trends and opportunities ✓ Travel with senior managers when attending stakeholders meetings (SIP4, Inter-departmental, inbound and outbound preparatory meetings). ✓ Liaison with external stakeholders (Municipalities, Provincial agencies, Provincial departments, and National departments) ✓ Facilitation of the application of Official Passports with the department of Home Affairs and the application of Visa's for the officials

- ✓ Provide administrative support for the provincial and national imperative projects (Thailand Media inbound Mission, 26 Julio Movement celebration and Moral regeneration activities).

Employer North West Provincial Government
 Department Department of Public Works and Roads
 Directorate Office of the MEC
 Position Receptionist
 Year 2014

- Responsibilities
- ✓ Answer, Screen and Forward telephone calls
 - ✓ Greet walk-in visitors and escort them to specific destinations
 - ✓ Contribute to the security of the office by helping to monitor visitor's access.
 - ✓ Perform other administrative support tasks.

Employer North West Provincial Government
 Department Department of Public Works and Roads
 Directorate Planning, Monitoring and Evaluation
 Position Assistant Director- Integrated Planning
 Year 2014 – 2015

- Responsibilities
- ✓ Responsible for assessing the quality of departmental plans, processes and budgetary linkages in compliance with legislative prescripts.
 - ✓ Monitor and report on annual plan review and implementation.
 - ✓ Monitor the consultation with other stakeholders and linkages to the budget.
 - ✓ Provide integrated planning support to departmental plans and strategies.

Employer North West Provincial Government
Department Department of Public Works and Roads
Directorate MEC Support
Position Manager- Research and Policy Coordination
Year 2015
Responsibilities

- ✓ Ensure compliance with legislative, regulatory, and other related requirements and standards.
- ✓ Ensure alignment and relevance of the government policies and strategies to the mandate of the department.
- ✓ Effective resource and risk management
- ✓ Assist in responding to provincial legislations questions.
- ✓ Monitoring, Evaluation and Reporting on the implementation of department's objective.

Employer North West Provincial Government
Department Department of Public Works and Roads
Directorate Expanded Public Works Programme.
Position Manager: Provincial Skills Center
Year 2016
Responsibilities

- ✓ Implementing and Managing Enterprise Development and Provincial Skills Centre.
- ✓ Managing Cooperatives.
- ✓ Ensuring proper coordination, monitoring, implementation, and management of empowerment and capacity building.
- ✓ Assisting to create and facilitate an environment that is conducive to community empowerment.
- ✓ Generating and developing a credible database of targeted beneficiaries.
- ✓ Developing mechanism that allow for graduation of trainees in the skills centre with requisite qualifications and skills.

- ✓ Enhancing partnership with critical stakeholders in the North West Province including Provincial CIDB Office and Department for cooperatives and SETAs,
- ✓ Undertaking best practice in pursuit of innovation that is directed towards empowerment of previous disadvantage individuals through capacity buildings, contractors and cooperatives development.

Employer Services SETA
 Department Provincial Operations
 Directorate North West Provincial Office
 Position Senior Officer
 Year 2016 till current

- Responsibilities
- ✓ Facilitating and coordinating Skills Development.
 - ✓ Developing and supporting outreach programmes.
 - ✓ Building and maintaining working relationships with all provincial stakeholders. (Municipalities, Provincial governments, State Agencies, Business Sectors)
 - ✓ Develop provincial research and dissemination of skills empowerment information.
 - ✓ Supervising the provincial staff and operations.
 - ✓ Leasing with Municipal LED officers and SDFs for coordination of skills provision

References

Institution North West University
 Contact person Dr D.M. Sedibe
 Position Former Institutional Student Coordinator
 Phone Number 082 904 7724

E-mail
Institution
Contact person
Position
Phone Number
E-mail Address

North West Provincial Govern
Mr. Sandi Mbu
Director (Office of the Premier)
70

Institution
Contact person
Position
Phone Number

Department of Public Works and
Mr. George Madoda
Director in the Office of the MEC -

Institution
Contact person
Position
Phone Number

Department of Public Works and Road
Mr Mbulelo Tundzi
Director - Expanded Public Works Pro

Institution
Contact person
Position
Phone Number

Services SETA
Mr. Vusi Nkosi
Senior Manager- Provincial Operations