

CURRICULUM VITAE

OF

THOZAMA PENELOPE DUBE

PERSONAL DETAILS:

Surname:	Dube
Name:	Thozama Penelope
Identity Number:	9412150324083
Date of birth:	15/12/1994
Gender:	Female
Residential & Postal Address:	47 Joe Slovo Street Durban Central 4001
Nationality:	South African
Race:	Black
Home Language:	IsiZulu & English
Other Languages:	IsiXhosa
Driver's Licence:	Code 08
Contact Number:	0722994876 or 0728062860
Email Address:	thozamadube@gmail.com
Willing to Commute or Relocate:	Yes
Willing to travel:	Yes

EDUCATION AND QUALIFICATION:

- | | |
|--------------------------|---|
| 1. Institution: | University of KwaZulu-Natal (Howard College) |
| Degree: | Bachelor of Social Science in Community
Development and Psychology |
| Year: | 2015 |
| 2. Highest Grade Passed: | Grade 12 |
| School: | Stanger High School |
| Year: | 2012 |
| Leadership Achievements: | Member of the RCL (2010), Prefect (2012). |

Honours and Awards:

Being best of the best and most dedicated person in the fight against crime - VSCPP
(Department of community safety and liaison, 2017)

WORK EXPERIENCE:

1. Employer: Johnson&Johnson & Reach for a dream

Position Held: Psychology Graduate Fieldworker

Period: Jan 2023- Current

Duties:

 - Assess children in hospitals between ages 3-18 years living with life threatening diseases/illnesses.
 - Visit hospitals on a weekly basis to get referrals from doctors
 - Work closely with Reach for a dream Foundation to fulfil the dreams of children living with life-threatening illnesses

2. Employer: ProMed Technologies/ Department of Health

Position Held: Project Coordinator –Zululand&UMkhanyakude district

Period: May 2021- January 2022

Duties:

 - Provide training on HBA1C to CHC, PHC, hospitals and mobile clinics under Zululand and UMkhanyakude district
 - Work closely with the Department of Health, Oms, ENs and Clinicians on use of glucometers and HBA1C and Detail Bio Hermes HBA1C Product to end users
 - Provide Technical Support on product
 - Monitor and evaluate the use of Strips of Glucometers and HBA1C product in hospitals and clinics
 - Travel to, and manage all health facilities in the Zululand District and UMkhanyakude District
 - Ensure targets are met
 - Maintain and strengthen end user relationships through networking

- Manage a territory with proper sales route planning
- Ensure that the project is running smoothly.

3. Employer: Department of Community Safety and Liaison

Position Held: Admin Clerk and Support for VSCPP-Crime Prevention

Period: April 2017- January 2020

Duties:

- Maintain the Filing system & Volunteer Database
- Maintain leave registers
- Assist with maintenance and capturing of statistics and minutes during meetings and events
- Provide necessary support for meetings and events, including registration, refreshments and other logistics
- Receive and register complaints
- Ensuring the office is always up to date which also included ordering stationery for volunteers.
- Carry out typing services, receive and distribute mail, make bulk copies.

4. Employer: Bhubesi Lifestyle [Mpumalanga & JHB]

Position Held: Supervisor/Manager

Period: January 2020- January 2021

Duties:

- Monitoring and managing performing artists coming to perform at Bhubesi Lifestyle.
- Making sure all events run smoothly as well as ensuring that staff members are on time at work and are performing their duties efficiently.

5. Employer: King Shaka Visitors Centre

Position Held: Student/Tour Guide

Period:

October 2011 to October 2012

Duties:

- Conduct Presentations to Local and international tourists on the history of King Shaka Zulu.
- Play Video clips for tourists about the area of KwaDukuza and the life of King Shaka Zulu.
- Ensure customer satisfaction at all times.

SKILLS:

- Good computer skills in Microsoft Office (Word, Excel, Outlook and PowerPoint)
- Experience in report writing, communication skills, presentations, training, management of budgets and programmes
- Good interpersonal relations and Good listening skills
- Administrative skills
- Excellent people skills, decision-making, Facilitation and team leadership skills
- Problem solving, Planning and organizing, Applied Strategic thinking, innovative and creative thinking
- Counselling experience (Maintain confidentiality and be sensitive)
- Willingness to work under pressure
- Attention to detail and ability to communicate with external and internal partners and maintain effective relationships.
- Willingness to work extensive hours and travel
- Conflict management and Crisis management skills
- Technical proficiency
- Ability to work independently without compromising team results
- Ability to work in a team/ Team Player
- Adaptability, Ethical and Loyal
- Driving

KNOWLEDGE:

- Knowledge of the Constitution of the Republic of South Africa
- Batho Pele Principles
- Public Service Regulations and Public Service Act
- Knowledge of Psychology Practices
- Knowledge of Public Finance Management Act (PFMA), DFI, BAS and JYP and other legislation
- Knowledge of the Criminal Justice System
- Departmental Policies and Procedures
- White Paper on Transformation of Public Service
- Skills Development Act
- Labour Relations Act

- Administration Procedures
- Basic Conditions of Employment Act
- Human Resource Management Policy

PERSONAL PROFILE:

I am a highly self-motivated, hardworking, experienced, Professional and Proactive individual. As an optimistic and skilled Bachelor of Social Science graduate in Community Development and Psychology, I have an impressive background and experience in Community work, industrial relations, Medical field, Educational/Teaching & Learning, Corporate, Industrial, Training & development as well as Governmental Departments and other Institutions.

I am committed to serving at my level best as I am a self-starter and have a positive reputation for quality of work, and very result orientated. I have a proven record of working collaboratively with different Stakeholders, service providers, government departments and private sector companies to ensure efficiency at the work place and to holistically and successfully achieve goals. I have a passion for people and working with the community at large, thus I am keen in playing a significant role in assisting in development and improving the quality of life.

References:

1. DEPARTMENT OF COMMUNITY SAFETY AND LIAISON: SAM ZWANE (083 442 2090)
2. PROMED TECHNOLOGIES: SUDHASHNIE (067 762 4737) OR SARAH GUMEDE (082 419 8085)
3. KING SHAKA VISITORS CENTRE: GUGU (032 5512762 OR 032 552 7210)
4. BHUBESI LIFESTYLE: MIKE (072 227 1220)
5. JOHNSON&JOHNSON/REACH FOR A DREAM: MEL (0845635880)



UNIVERSITY OFTM
KWAZULU-NATAL

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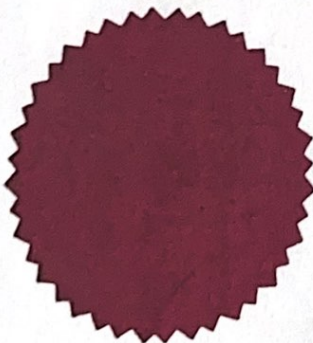
This is to certify that

Thozama Penelope Dube

was admitted this day
at a congregation of the University
to the degree of

Bachelor of Social Science

having satisfied the conditions prescribed for the degree



AS van Jaarsveld
Vice - Chancellor

SS Mokoena
Registrar

NJ Mkhize
Dean



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11 April 2016

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NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.
2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

I.D. No. 941215 0324 083



S.A. CITIZEN

SURNAME
DUBE

FORENAMES

THOZAMA PENELOPE

COUNTRY OF BIRTH
SOUTH AFRICA

DATE OF BIRTH
1994-12-15



DATE ISSUED
2011-05-19

ISSUED BY AUTHORITY OF
THE DIRECTOR-GENERAL
HOME AFFAIRS



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

Thozama Penelope Dube

Identity number 9412150324083

Subject	%	Achievement level
English Home Language	65	5
IsiZulu First Additional Language	78	6
Mathematics	39	2
Life Orientation	78	6
Accounting	60	5
Life Sciences	64	5
Tourism	75	6
.....	...	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2012

M. S. Rakometsi

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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**Council for Quality Assurance in
General and Further Education and Training
South Africa**

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(See reverse for more information)