



Catherine Mazoboyi Zikhali

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Training and Development /HR /Administrator. I have a National Diploma and BTech in Public Administration and Management, I have incomplete MTech in Public Management. I am a qualified ODETDP with 29 years working experience, I have typing, management, presentation, coordination, negotiation, Labour relations, OHS, facilitation, assessments and communication skills. I have Skills Development Facilitation, report writing and leadership skills.

I am a discipline woman who has both management and leadership skills. I have been in employment for 29 years of which 20 years was management and only 9 administrator. I have been 22 year in the HRD positions that give me a confidence to be employed to any Learning and Development position.

Preferred occupation

HR specialists

Management, human resources jobs

Other jobs

Other jobs

Administrators

Administrative jobs

Preferred work location

Pretoria / Tshwane

Gauteng

Johannesburg

Gauteng

Other Mpumalanga

Mpumalanga

Polokwane / Pietersburg

Limpopo

Rustenburg

North West

Contacts and general information about me

Day of birth

1968-07-22 (57 years old)

Gender

Female

Residential location

Hazyview

Mpumalanga

Telephone number

Information is available only for registered users.[Sign in](#)

Email address

Information is available only for registered users.[Sign in](#)**Work experience**

Working period	nuo 2008.07 iki 2021.10
Company name	South African National Parks (SANParks)
You were working at:	HR specialists
Occupation	Manager Learning and Development
What you did at this job position?	Coordinating Corporate programs, managing Human Capital & Budget, Skills Development Facilitation, Ensuring compliance, Bursary management
Working period	nuo 1996.08 iki 2001.04
Company name	Department of Environmental Affairs and Tourism
You were working at:	Administrators
Occupation	Principal Personnel Officer
What you did at this job position?	Recruitment, Salary Administration, Pension Administration,
Working period	nuo 1991.08 iki 1996.07
Company name	Department of Education
You were working at:	Administrators
Occupation	Senior Administrative Clerk
What you did at this job position?	Switch Board Operator, Bookkeeping, Secretariat, Typist

Education

Educational period	nuo 1998.01 iki 1999.12
Degree	Honours
Educational institution	Technicon South Africa
Educational qualification	BTech in Public Management
I could work	Human Resource Officer/Manager
Educational period	nuo 1991.01 iki 1994.12
Degree	Diploma
Educational institution	Technicon Pretoria
Educational qualification	Diploma in Public Administration and Management
I could work	Administrator/Clerk/Officer

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	very good

SiSwati	fluent	fluent	fluent
isiZulu	very good	very good	very good
Xitsonga	good	good	good
isiXhosa	basic	basic	basic
Afrikaans	good	good	good

Computer knowledge

Ms Word, Excel, Powerpoint, Access, Outlook, Ms Teams

Conferences, seminars

Trainers Conference, ODETDP, Assessor, Train the Trainer, Training Needs Analysis,

Recommendations

Contact person Simon Marutha
Occupation Senior Manager
Company SANParks
Telephone number 0660638923/013 7354175
Email address Simon.marutha@sanparks.org

Contact person JR Nkosi
Occupation General Manager
Company SANParks
Telephone number 0764306812

Contact person Siphokazi Bokwe
Occupation General Manager
Company SANParks
Telephone number 0711205164/012 426 5359
Email address siphokazi.bokwe@sanparks.org

Additional information

Your hobbies Reading, Motivator
Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from 1990-04-00 (35 years)
Salary you wish RR30 000-R55 000 R per month
How much do you earn now RR38 000 R per month