



# Richard Donkin

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have a proven work history and extensive experience at middle and senior management in Human Resources, Training and Development Management. Have also been an SDF and good working knowledge of the NQF.

This makes me very versatile and gives me the flexibility to make a meaningful contribution to any organisation at any level in the field of Generalist HR and/or training management. I possesses excellent interpersonal skills and the ability to communicate concisely and articulately with clients and colleagues alike. I also have a good knowledge of all employment, labour relations and skills development legislation

Preferred occupation                      HR specialists  
Management, human resources jobs

Preferred work location                      Cape Town  
Western Cape

## Contacts and general information about me

Day of birth                                      1952-07-20 (73 years old)

Gender    Male

Residential location                              Eden  
Western Cape

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

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 2013.07 iki 2016.07**

Company name                                      Addax Bioenergy Sierra Leone Ltd

You were working at:                              HR specialists

Occupation    Training Manager

What you did at this job position?      Established and manged the training centre providing strategic direction for training and development in the areas of Apprentice training, operational skills training, Supervisory/Management training, Safety training and driver training

Working period **nuo 2004.04 iki 2013.06**  
 Company name Tongaat Hulett Sugar  
 You were working at: HR specialists  
 Occupation Training Manager  
 What you did at this job position? Established and managed the training centre

Working period **nuo 1996.10 iki 2004.03**  
 Company name McCain Foods  
 You were working at: HR specialists  
 Occupation Training Manager  
 What you did at this job position? • Responsible for the establishing and implementation of T&D strategies and priorities for the South African operations • Skills Development Facilitator (SDF) for the company and represented company on the Food and Beverage SETA • Responsible for the managing, implementation and control of the company skills development plan to ensure maximum skills grant disbursement and claims • Identified and established appropriate training interventions, procedures and training tools to ensure optimal skills development and ROI for training.

Working period **nuo 1989.04 iki 1996.09**  
 Company name Mondi  
 You were working at: HR specialists  
 Occupation Human Resources/Training manager  
 What you did at this job position? • Human Resources Manager responsible for the management and control of the company HR department which included Payrolls and Payrolls Systems Management, HR Administration, Generalist HR activities, Industrial Relations, Performance Management, Union Negotiations, OD interventions, Training and Development. • During this period of employment also filled the role as Loss Control Manager for two years responsible for the implementation of the company SHE programs in compliance with the required legislation and NOSA system

## Education

Educational period **nuo 1988.01 iki 1990.11**  
 Degree Diploma  
 Educational institution Technikon Witwatersrand  
 Educational qualification Advanced Training Management  
 I could work Training course design, development, implementation follow up and evaluation. Organisational development and training strategy. Training strategy implementation

Educational period	<b>nuo 1994.02 iki 1994.11</b>
Degree	Certificate
Educational institution	University of Stellenbosch
Educational qualification	Industrial Relations dip[loma
I could work	All aspect of industrial relation including mediation and arbitration

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

### Computer knowledge

Microsoft Office, Adobe, publisher, SAP

### Conferences, seminars

Human Resources Management MDP - 1996

Fundamentals of management MDP - 1996

Skills Development Facilitator - 2003

Assessor - 2003

Moderator - 2003

Arbitration - 1995

NOSA SAMTRAC - 1993

CRI - 1985

### Recommendations

Contact person	Bheki Chatira
Occupation	General Manager
Company	Addax Bioenergy
Telephone number	+23278393498
Email address	bheki.chatira@addaxbioenergy.com

Contact person	Angela Nalson
Occupation	HR Manager
Company	Addax Bioenergy
Telephone number	+232 76102687
Email address	angela.nalson@addaxbioenergy.com

Contact person	Chico Nobrega
Occupation	Group HR Manager
Company	J&J transport
Telephone number	+258 23 302 933
Email address	hrmng@jjmoz.com

#### **Additional information**

Your hobbies	Fishing, cycling, scuba diving
Driver licenses	B Light Vehicle ≤ 3,500kg, A1 Motorcycle ≤ 125cc
Driver license from	1969-00-00 (57 years)
Salary you wish	40000 R per month