



Mfundo Educarer Hlophe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Issuing an offer letter after the approval has been obtained and notifies the line managers,
- Ensuring compliance with recruitment and selection policy. Compile and submit monthly statistics of acting appointments,
- Ensuring that request for acting allowance is in line with the policy (Acting appointment policy circular 99 of 2013).
- Verifying all relevant documents such as experience and qualifications etc.
- Ensuring compliance by filing all the documents accordingly (employees files for audit purposes),
- Provide finance with the documents for authorization,
- Processing of casuals appointment on persal system by using function #5.8.1 of the Persal tool,
- Preparing of nomination forms and submit to Senior HR Officer for creation of acting post and send advice to finance to effect payment,
- Making follow-up with finance if the payment is delayed.
- Preparing of memo for transfer to be approved by delegated authority,
- Implementing of the transfers on persal if the transfer approved,
- Preparing a letter to affected offices and officials confirming the outcome of the application.

Preferred occupation

Administrators

Administrative jobs

Recruitment professional

Management, human resources jobs

Teachers

Teaching jobs

Car drivers

Driver jobs

Preferred work location

Durban City

I am in possession of Occupational Health and Safety Certificate NQF Level 5 obtained at NOSA Pinetown branch and I have gained vast of experience in facilitating the development,

Contacts and general information about me

1983 of 1983 (40 years old)

Day of birth I have a good understanding of NEMA (Environmental Management Act 28,29 and 31

(NEMA), Compensation for occupational injuries and disease Act 35 and Occupational Health and

Safety Act

Durban City

KwaZulu-Natal

I am also in possession of a National Diploma in Human Resources Management; I have a good

Telephone number

Information is available only for registered users.

sound knowledge of research methodology as I have obtained a Post-Graduate Certificate in

Education at UNISA where I was prepared with a sound knowledge and skills in researching,

Email address

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assessor, mediator, developer, scholar, and learning programmer.

I am waiting for my driver's licence test date on the 12th of December 2018 as I attached proof of

Work experience

bookings and learners licence.

I strongly believe that should I be appointed I will be a beneficial to your institution.

Kindly find all my certified qualifications, CV and relevant work experience as attached herein.

EMPLOYER : Department of Justice and Constitutional Development: Regional Head Office, Durban

POSITION : Human Resources Officer

DURATION : 2014 to date.

KEY PERFORMANCE AREAS

Working period **nuo 2007.08 iki 2018.12**
 Company name Department of Justice Regional Office Durban
 You were working at: Recruitment professional
 Occupation HR Officer
 What you did at this job position? Still working as HR Officer

Education

Educational period **nuo 2004.01 iki 2006.12**
 Degree Diploma
 Educational institution Mangosuthu University of Technology
 Educational qualification ND in Human Resources Management
 I could work HR Sexction and Occupational Health and Safety

Educational period **nuo 2011.01 iki 2012.05**
 Degree Diploma
 Educational institution INTEC College
 Educational qualification Professional Secretary
 I could work Administration functions

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu | very good | very good | very good |
| English | good | good | good |
| isiXhosa | good | good | fluent |

Computer knowledge

Theory of computers:
 1. MS Word
 2. MS Excel
 3. Powerpoint
 4. Living Online (Network, Email and Internet)

Conferences, seminars

1. Occupational Health and Safety Training- 04 Septermber 2014.
2. Professiona minutes taking Training- 08 June 2015.
3. Computer training-14 August 2017

Recommendations

Contact person Mr LN Sibiya
 Occupation Assistant Director : Recruitment, Selection and Mobility
 Company Department of Justice, Regional Office, Durban
 Telephone number 031 372 3112
 Email address lindosibiya@justice.gov.za

Contact person Ms K. Sikhonde
 Occupation Senior Human Resource Officer
 Company Department of Justice Regional Office, Durban
 Telephone number 031 372 3118
 Email address CSikhonde@justice.gov.za

Contact person Mrs Songelwa
 Occupation Part-time coordinator HR
 Company Esayidi TVET College
 Telephone number 039 727 3062
 Email address N/A

Additional information

Your hobbies 1. Playing cricket
 2. Jogging
 3. Socializing
 4. Swimming
 5. Reading articles
 Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2018-12-00 (5 years)
 Salary you wish 18000 R per month
 How much do you earn now 15000 R per month