



# Simlindile Ngqelakhe

Curriculum Vitae (CV)

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

Make sure CDWs complete attendance registers during training.

Attend training with the CDWs if the topic is applicable to the assistant's role.

Make sure that CDWs have the assessment forms they need.

Supervision:

The RAP assistant will be supervised by the PC. The RAP assistant will be required to develop a monthly work plan which will be discussed with the PC once a month during a supervisory meeting. A quarterly performance review will be done with the PC to assess the RAP assistant's performance during the quarter.

Training:

The RAP assistant will be expected to attend courses to develop their knowledge of disability and rehabilitation in order to supervise the CDWs. This will depend on budgets and courses available. A lot of the training will be done "in house" too.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Rustenburg Gauteng

#### Contacts and general information about me

Day of birth	1989-04-20 (36 years old)
Gender	Male
Residential location	Mqanduli Eastern Cape
I'm am looking for Admin Office work.	
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>
Administrative tasks:	

**Work experience** Update budgets as expenses are incurred which includes filing receipts.

Conduct quarterly audits of (Community Disability Monitoring) files and report to PC.

Compile monthly statistics and present these at a staff meeting.

Set an agenda for staff meetings, take minutes and type these for RAP records.

Attend Jabulani Foundation management meetings once a month.

The administrator will attend Monday morning meetings with the PC and the rehabilitation department.

Update the CDWs taxi fare monitoring document for payment purposes.

Make photocopies as needed or required by the PC or Livelihoods coordinator.

Keep stationery inventory stocked by reporting to the PC when anything is needed.

Do a biannual stock take of any RAP equipment including the equipment of the CDWs.

Check vehicles for licence renewals, any damages and services that are needed. Appointments will be discussed with the PC and booked by the administrator.

Update call logs of any calls made for RAP purposes.

Working period	<b>nuo 2018.01 iki 2020.01</b>
Company name	Jabulani Rural Health Foundation (Rural Ability Program)
You were working at:	Other jobs
Occupation	Program Assistant
What you did at this job position?	Supervisor

### Education

Educational period	<b>nuo 2009.01 iki 2009.11</b>
Degree	Certificate
Educational institution	Walter Sisule University
Educational qualification	Versatile Broadcasting
I could work	Radio station (Researching features that will come up during the radio show Planning the general direction of the show. This may include writing and scripting in preparation. Rehearsing Meeting guests for the radio programme beforehand and discussing the

Educational period	<b>nuo 2012.07 iki 2015.04</b>
Degree	Certificate
Educational institution	Boston City Campus & Business College
Educational qualification	Media Consultant
I could work	Write press releases and prepare information for the media Respond to information requests from the media Help clients communicate effectively with the public Help maintain their organization's corporate image and identity Draft speeches and arrange inter

### Languages

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

### Computer knowledge

Microsoft Office; Excel, Powerpoint, Word

### Recommendations

Contact person	Neliswa Banjwa
Occupation	Administrator
Company	Jabulani Rural Health Foundation
Telephone number	0834842632
Email address	neliswa@jabulanifoundation.org

Contact person	Bongile Langa
Occupation	Audiologist
Company	Department of health (Zithulele Hospital)
Telephone number	0723837323
Email address	Bongisanilanga@gmail.com

#### **Additional information**

Your hobbies	Soccer (goalkeeper), Disc Jockey, Cricket, Acting (Drama)
Driver licenses	None
Salary you wish	10,000 R per month
How much do you earn now	5,771,70 R per month