

## PROFFESIONAL SUMMARY

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Accomplished Programme Officer with extensive experience in overseeing socio-economic development projects, budget management, and strategic planning. Expertise in drafting annual implementation plans, managing program budgets, and leading initiatives to create job opportunities in vulnerable communities. Adept at guiding landscapes in biodiversity economy opportunities, fostering local economic development, and building key stakeholder partnerships. Proven track record in managing community-based projects, facilitating training, and tracking progress against benchmarks to ensure successful project delivery.

## CORE COMPETENCIES

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- **Project & Programme Management:** Leading projects from inception to completion, ensuring they are delivered within scope, time, and budget.
- **Budget Management:** Expertise in managing programme budgets, verifying financial accuracy, and monitoring monthly expenditure.
- **Strategic Planning:** Drafting and implementing annual plans, aligning them with organizational objectives and socio-economic goals.
- **Stakeholder Engagement:** Building and maintaining relationships with provincial and national stakeholders to support project sustainability.
- **Community & Job Creation Initiatives:** Guiding Expanded Public Works Programme (EPWP) job creation efforts to meet vulnerability targets.
- **Training & Capacity Building:** Conducting community needs assessments and delivering project-based training and capacity-building programs.
- **Performance Tracking & Reporting:** Monitoring benchmarks and generating quarterly progress reports for internal and national stakeholders.
- **Biodiversity Economy Development:** Identifying opportunities in the biodiversity sector to promote local economic development.

## EDUCATION

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**IU International University of Applied Sciences — *In Progress***

**Master of Business Administration (MBA)**

Focus: Performance Management, Innovation & Entrepreneurship, Business Ethics, Leadership

**University of South Africa — 2020 - 2021**

**Bachelor of Commerce Honours in Business Management**

Focus: Project Management, Strategic Management, Research in Business Mangement

**University of South Africa — 2016 - 2019**

**National Diploma in Management**

Focus: Financial Accounting, Commercial Law, Business Management

## RECENT EXPERIENCE

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**People & Parks Programme Officer**

February 2022 - current

**CapeNature**

- Managed People & Parks programme budgets, verified budget information accuracy, and monitored monthly expenditure in line with PFMA standards.
- Drafted the annual implementation plan for the People and Parks Programme, allocating budgets for projects and training initiatives.
- Strategically planned and implemented socio-economic development initiatives for local communities.
- Guided EPWP job creation initiatives, ensuring compliance with ministerial vulnerability targets and promoting job creation.

- Identified and supported biodiversity economy opportunities for landscapes, promoting local economic development.
- Managed community projects through needs assessments and facilitated project-based training and capacity-building efforts.
- Tracked progress on project benchmarks, providing quarterly reports to internal stakeholders and the national department.
- Developed and maintained key partnerships with provincial and national stakeholders to ensure project sustainability.

## PREVIOUS EXPERIENCE

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- **Stakeholder Engagement Administrator** - CapeNature (December 2019 - January 2022)
- **Customer Service Agent** - Metropolitan Health Group (August 2016 - April 2017)
- **Customer Support Agent** - ThisIsMe (November 2014 - March 2016)
- **Customer Service Administrator** - Fairheads Benefit Services (April 2013 - August 2014)
- **Verification Consultant** - Old Mutual (October 2011 - October 2012)

## TRAINING & DEVELOPMENT

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<b>140 Hour Advance TEFL/TESOL Course</b> , TEFL.CO	2022
<b>Life Coaching and NLP Practitioner</b> , Action Factory	2018
<b>Project Management for Administrators</b> , Go Skills	2015
<b>Digital Marketing</b> , Shaw Academy	2015

## AWARDS & ACCOMPLISHMENT

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Western Cape People & Parks Programme Number 1 Nationally for Economic Development, Training & Capacity Building - (2022/23)  
 Awarded CapeNature - Stakeholder Engagement & Access Going Above & Beyond Award - (2022/23)  
 Awarded CapeNature - Eco Tourism & Access Staff Recognition Award (2023/24)

## REFERENCES AVAILABLE UPON REQUEST

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