

TANDILE MATSHA

PROJECT COORDINATOR

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ABOUT ME

I am an enthusiastic young professional dedicated to achieving my career goals. Experienced in literacy, administration, youth work, and facilitation. I am always looking forward to working on new projects and gaining new skills.

EDUCATION

Bachelor of Arts

University of South Africa - 2022

Semester 1: Foundation in English

Literary Studies – 51%

Grammatical Patterns and
Concepts

Semester 2: Academic Language and

Literacy in English

Introduction to Theory of
Literature

Introduction to Literary
Genres

Diploma in Youth Development

University of South Africa – 2014

Senior Certificate/Grade 12

Edu - Options Academy – 2005

EXPERIENCE

Project Coordinator • Amazwi South African Museum of Literature

Jan – Mar 2022

- Coordinate the Amazwi Puku Storytelling Festival 2022.
- Facilitate the storytelling and translation sessions of the children's books.

Story Sparker • The Nal'ibali Trust

Jun 2019 – Dec 2021

- Strengthening the relationship between stakeholders, partners, schools, early childhood development centers, libraries, parents, and children, inspires the community and schools to establish and participate in reading clubs.
- Support the Young Nal'ibali Storytellers with their characters scripts for the TV shoot programme.
- Storytelling, reading aloud, singing, and playing games that inspire and foster the culture of reading.
- Conduct Reading Club training for teachers, librarians, EDC practitioners, stakeholders, and education assistants.

Youth Development Directorate (Intern) • Department of Planning, Monitoring, and Evaluation

Sep 2017 – Sep 2018

- Support in the overall administration and operations in the unit, record meeting proceedings internal and external.
- Oversight visits, provide support in drafting the South African Youth Development Act (SAYD) Act and the amendment of the National Youth Development Agency (NYDA) Act.
- Assist in drafting the submission, concept document, presentation, Ministers' Meeting Programme, and invitation letters for the BRICS Youth Summit and Ministers' Meeting 2018.
- Coordination of the Brand Ambassador Programme, research and collect data on youth status in the country.

Life Skills Trainer • United Through Sport

Jan 2016 – Sep 2017

- Teach Grade 7 learners about HIV/AIDS using the power of sport (stigma and discrimination, STIs and healthy lifestyle) and Life Skills (identity, teamwork, relationships).
- Organize graduations, camps, tournaments, provide township tours and facilitate soft life skills to the volunteers.
- Monitor, evaluate, collect data, and research about HIV/AIDS.
- Present UTS in Germany, to the Go Ahead! members and partner organizations.

SKILLS

Soft Skills

- Excellent communication
- Work well in a team, Time management, Pay attention to detail
- Able to work alone, Interpersonal skills, Able to work under pressure
- Problem-solving, Analytical

Competencies

- Planning and organizing
- Customer service, Computer literate
- Administration, Report writing
- Presentation, Leadership, MS Office

OTHER

Languages

- English, and IsiXhosa

Volunteering

- Tutoring grade 1-7 learners in IsiXhosa, English, Math and on how to write and read, **Ms JJ's House**, Oct 2019 -To date
- Recording Children's Stories, **Sun Books**, Oct-Dec 2020
- Ambassador, **World Literacy Foundation Program**, Jul – Oct 2020. Created a Facebook page called @AmabaliOkulala as part of my campaign in promoting literacy and have 2300 followers to date

Leadership

- Branch Chairperson, **Presbyterian Church of Africa**, 2009
- Diligent Award in Accounting, **Edu-Option Academy**, 2005
- Cricket Captain, **Kwazakhele High School**, 2001

Achievements

- Employee of the Month, **Radisson Blu Hotel**, 2015
- Learner's Licence (Code 10)

REFERENCES

1. Mr Zongezile Matshoba (Manager: Education and Public Programmes)
Amazwi South African Museum of Literature
Tel: 046 622 7042
Cell: 071 108 6702
Email: z.matshoba@amazwi.museum
2. Mr Madoda Ndlakuse (Literacy Mentor)
Nal'ibali Trust
Tel: 021 448 6000
Cell: 076 183 7260
Email: madoda@nalibali.org

3. Dr. R. Bernice Hlagala (Chief Director)

Department of Planning, Monitoring,
and Evaluation

Tel: 012 312 0280

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Email: Bernice.Hlagala@dpme.gov.za

4. Ms. Nosipho Xapile (General Manager)

United Through Sport

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