

CURRICULUM VITAE FOR:

SIMPHIWE PHIWABONGE MKHIZE

E-MAIL ADDRESS:simphiwemkhize6@gmail.com

CONTACT TELEPHONE:060 435 6495/079 603 4438

PERSONAL INFORMATION:

Marital status:Single

Language:IsiZulu

Other Languages : English, IsiXhosa, Setswana

ID Number : 9204275584083

Nationality : South Africa

Gender : Male

Driver's License : Code 10

SUMMARY OF EDUCATIONAL QUALIFICATION

Tertiary Education:



**UNIVERSITY OF
ZULULAND**

**BA ENVIRONMENTAL PLANNING AND DEVELOPMENT
2017**

MAJOR COURSES

Geography Information System
Land Use & Natural Resources Management
Environmental Management
Environmental Fieldwork & Research
Demographic, Health and Sustainable
Urban Environment & Recreation Planning
Community Development Project & Development Facilitation
Introduction to human Geography
Introduction to Physical Environment and Geography
Elementary Statistics for Science
Computer Literacy
Integrated Urban Development
Global Land reform and Cartography
Industry Development
Integrated local economic development
Integrated Rural Development
Business Tourism & Entrepreneurship
Tourism Marketing

High school:Masakhane High School

Grade 12
2011

PROFESSIONAL WORKING EXPERIENCE

Department of Co-operative Governance & Traditional Affairs, KwaZulu Natal

Period: 1 June 2020 to 30 December 2022

Position: *Administrative Support (Intern), Municipal Infrastructure Unit*(Sector Coordination and planning)

Key Activities

- **Provide Support to Sector Coordination, Content and Co-ordination:** (Setting up appointments, Updating team with urgent information; Consolidation of weekly plans, reports and attendance register. Keeping records of leave (hardcopy and spreadsheet).
- **Co-ordinate Logistical arrangements of meetings:**(Arrange appropriate venue according to number of persons attending meeting for meetings hosted by Sector Coordination officials).
- **Provide line function support:** (Provide clerical support to Water and Energy Project Managers, Reply to queries on behalf of the Project Managers; promote professional image of the business Unit; receive visitors as well as stakeholders and assist as per their requirements, Compiling and updating filing).
- **Answering of telephone, Record and Convey messages:** (Assist caller where possible and/or refer to the available Deputy Directors).
- **Receive, open and sort mail, priorities and distribute to the team if it is necessary and print electronic mail, prioritise, reply where possible:** (Open, sort mail, prioritize and distribute, arrange for requisitions, invoices, S & T claims to be signed as a matter of priority).
- **Assist with kzn water tanker reduction report** (communicate with wit the WSA to update the section with information of monthly report on water tanker reduction)
- **Attend PSC Meeting** (attend meeting on borehole project and do project management role)

OTHER RELEVANT CERTIFICATES

- Ethics in the Public Service
- Strategic Planning and Management

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES

- Disaster Management Framework and policies
- Minutes Taking
- Ability to Analyse and interpret policies
- Office Management and document tracking abilities
- Public Financial Management Act
- Spatial Planning and Land Use Management Act
- Municipal Systems Act
- Computer Literate
- Organizational Skills
- Good communication skills (verbal and written)
- Good Interpersonal Relations Skills
- Excellent Interpersonal Skills
- High level of Accuracy and attentive to details

ORGANISATION SKILLS

- Problem solving skills
- Time management skills
- Analytical and accuracy
- Interpersonal skills
- Self- motivated & able to work under pressure
- Ability to maintain confidentiality

CONTACTABLE REFERENCES:

Mr Siyabonga Manyanga

Senior Acting Manager: Sector Coordination Manager

Dept. of Co-operative Governance and Traditional Affairs

Cell No.: **082 780 3207**

CONTACTABLE REFERENCES: Ms Mbali Nyathi

Deputy Director: (water)

Dept. of Co-operative Governance and Traditional Affairs

Cell No.: **071 682 9260**



Uniberzity of Zululand

This is to certify that the
Bachelor of Arts
(Environmental Planning and Development)

has been awarded to

Mkhize Simphiwe Phiwabonge

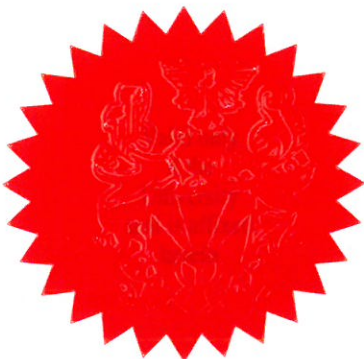
201250543

9204275584083

who satisfied all the requirements in the year

2017

HZ 26860



Vice-Chancellor

Registrar

Dean



08 May 2018

UV PROTECTED - TAMPER EVIDENT UV





REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

S'Mphiwe Phiwabonge Mkhize

Identity number 9204275584083

Subject

IsiZulu Home Language
English First Additional Language
Mathematical Literacy
Life Orientation
Geography
History
Tourism

%

67
53
57
57
63
73
76

Achievement

level

5
4
4
4
5
6
6
*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2011

M. S. Rakametsi

Chief Executive Officer

120 2515 7032 R



This certificate is issued without alterations or erasure of any kind

UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

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(See reverse for more information)

Certificate

OF SUCCESSFUL COMPLETION

It is hereby certified that

Simphiwe Mkhize

Achieved the requirements of the online course

Introduction to Strategic Planning and Management

school of government



Department:
National School of Government
REPUBLIC OF SOUTH AFRICA



PBsqyBTtBB

Date of issue: November 19, 2020

Certificate

OF SUCCESSFUL COMPLETION

It is hereby certified that

Simphiwe Mkhize

Achieved the requirements of the online course

Ethics in the Public Service


Date of issue: October 30, 2020






school of government
Department:
National School of Government
REPUBLIC OF SOUTH AFRICA



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 **REPUBLIC OF SOUTH AFRICA**
NATIONAL IDENTITY CARD

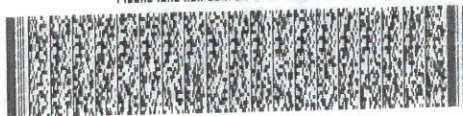
Surname:
MKHIZE
Names:
SIMPHIWE PHIWABONGE
Sex:
M
Nationality:
RSA
Identity Number:
9204275584083
Date of Birth:
27 APR 1992
Country of Birth:
RSA
Status:
CITIZEN

  Signature:


Conditions:
This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997
If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 80 11 90

Date of issue:
11 DEC 2017

105551903

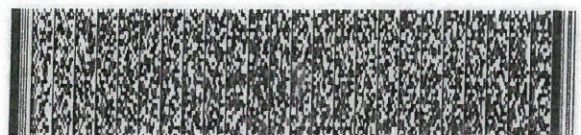










DRIVING LICENCE
ILAYISENSE / YOKUSHAYELA
CARTA DE CONDUCAO
SP HIKHIZE

SAAC SOUTH AFRICA

ID No: 02/9204275584083 MALE
Birth/Ubukho/ukuzalwa: 27/04/1992 ZA Restr./Iingcoba: 1
Lic. No./Layisenzi No.: 20340010MVD1 No.: 1
Valid/Valume: 01/05/2022 - 30/04/2027
Issued/Vankezwa: ZA
Code/Ikizokhi: C1
Veh. restr./Iingcoba yes/no: 0
First issued/okuqinisekiswa koqiniso: 11/05/2019





DRIVER RESTRICTIONS		PRDP CATEGORIES		VEHICLE RESTRICTIONS	
0 None 1 Glasses / Contact lenses 2 Artificial limb		P Passengers G Goods D Dangerous goods		1 None 2 Automatic transmission 3 Electrically powered 4 Physically disabled 5 Bus > 16000 kg (GVW) permitted	
A		A1	 ≤ 125 cc		
B			GVM ≤ 3500 kg		
C1			GVM ≤ 7500 kg		
C			GVM > 16000 kg		
EB		EC1			
EC		EC	