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| **PERSONAL DETAILS** | **Date of birth:** 20 October 1974 **Identity Number:** 7410205228087**Passport Number:**  **Driver’s License:** Code 08**Race:** Black **Ethnic Group:** Coloured**Gender:** Male **Marital status:** Single  |
| **CAREER OBJECTIVE** | To form part of an organization that offers me a constructive workplace for communication and interacting with customers and people. It is my goal to use my skills in the best possible way to drive its strategic intent and to achieving its goals. To solve problems in an effective and creative manner when in a challenging position. I seek a responsible job which offers an opportunity of professional challenges. |
| **TEFL**  | In the process of completing my TEFL Level 5 course (168 hours)  |
| **CREDENTIALS/****QUALIFICATIONS** | **Masters in Local Government Law (MPhil) Degree, University of the Western Cape**, **South Africa (conferred in March 2012)****Masters in Public Administration (MPA) Degree, University of the Western Cape, South Africa** **(conferred in September 2003)****Bachelor of Administration (B Admin) Degree University of the Western Cape, South Africa****(conferred in March 2001)** **Matriculated (Grade 12) at Beauvallon Secondary School, Cape Town****Incomplete Studies: Peninsula Technikon: 1993-1995** |
| **PROFESSIONAL EXPERIENCE** | **November 2007 to date** **Department of Local Government, Cape Town****DEPUTY DIRECTOR: GOOD GOVERNANCE** **---------------------------------------------------------------------------------------------------------------------------------------------------------------****March 2005 – October 2007 Parliament of South Africa, Cape Town****COMMITTEE SECRETARY: SELECT COMMITTEE ON LOCAL GOVERNMENT AND ADMINISTRATION** **January 2002-February 2005 University of Cape Town, Cape Town****HEAD: STUDENT FEES AND EXTERNAL BURSARIES, FINANCE DEPARTMENT****---------------------------------------------------------------------------------------------------------------------------------------------------------------****October 1996 - December 2001 University of the Western Cape, Cape Town****SECTION HEAD (FINANCE DEPARTMENT): STUDENT ACCOUNTS****---------------------------------------------------------------------------------------------------------------------------------------------------------------****October 1995-October 1996 Standard Bank of South Africa, Cape Town****TELLER** |
| **LEADERSHIP ROLES** | **DEPUTY DIRECTOR: DEPARTMENT OF LOCAL GOVERNMENT** * Coach and develop new staff members on applicable Legislation and Legislative Amendments
* Strategically drive the sub directorates vision and mission

**TUTOR: UNIVERSITY OF THE WESTERN CAPE AND CAPE PENINSULA UNIVERSITY OF TECHNOLOGY*** Tutored 1st year Academic Literacy for Commerce Students for one semester at the University of the Western Cape, Cape Town
* Tutored Office Administration to 1st year students at Cape Peninsula University of Technology, Cape Town students for one semester (Bellville)
* Guest lecturer for Master’s students in Local Government Law Programme at the Dullah Omar Institute (UWC)
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| **TEACHING / TRAINING EXPERIENCE: ACADEMIC****TEACHING / TRAINING EXPERIENCE: PROFESSIONAL** | * During my academic life I tutored Academic Literacy for Commerce to first year students.
* Preparation of academic material.
* Lecturing course material.
* Provide hands-on support to students struggling to grasp the academic work.
* Marking of exams, assignment scripts.
* Guest lecturer for master’s student at the University of the Western Cape for students completing their Masters programme in Local Government Law.
* Ability to explain the subject matter and being able to answer diverse questions require a proper understanding of the subject material.
* Trained municipal officials and councilors on subject matters related to their functions.
* Preparation of subject matter material.
* Providing training to diverse individuals with diverse academic qualifications.
* Ensuring that training material are pitched at different levels.
* Ability to explain legal concepts and legal interpretation on related matters.
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| **LANGUAGES** | Excellent verbal and written communication skills in two of the official languages of the Western Cape Province namely English and Afrikaans  |
| **COMPUTER LITERACY** | * Microsoft Office Suite:MS Word, MS Excel, MS Project Office, MS PowerPoint, Internet and MS Outlook
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| **HOBBILES/****INTERESTS** | I value spending time with my son, family and friends. I enjoy studying, keeping myself abreast with socio-political and economic global current affairs, doing various DIY activities in my home, watching football, cricket, and rugby. I also enjoy swimming and going to the gym |
| **REFERENCES** | **Mr. Kamal Makan Dr. Nazeem Ismail**Director: Municipal Governance Under-Secretary to ParliamentDepartment of Local Government Parliament of the Republic of South AfricaTel: + 27 21 483 4226 Tel work: + 27 21 403 2235Mobile: + 27 82 775 4548 Mobile: +27 71 611 0236E-mail: Kamal.Makan@westerncape.gov.za E-mail: nismail@parliament.gov.za **Professor Jaap de Visser** Dullah Omar Centre University of the Western CapeTel (w): +27 21 959 2950Mobile: +27 83 254 4395E-mail: jdevisser@uwc.ac.za  |