

CURRICULUM VITAE

OF

THOZAMA PENELOPE DUBE

PERSONAL DETAILS:

Surname: Dube
Name: Thozama Penelope
Identity Number: 9412150324083
Date of birth: 15/12/1994
Gender: Female
Residential & Postal Address: 47 Joe Slovo Street
Durban Central
4001
Nationality: South African
Race: Black
Home Language: English & IsiZulu
Driver's Licence: Code 08
Contact Number: 0722994876 or 0728062860
Email Address: thozamadube@gmail.com
Willing to Commute or Relocate: Yes
Willing to travel: Yes

EDUCATION AND QUALIFICATION:

1. Institution: University of KwaZulu-Natal (Howard College)
Degree: Bachelor of Social Science in Community
Development and Psychology
Year: 2015
2. Highest Grade Passed: Grade 12
School: Stanger High School
Year: 2012
Leadership Achievements: **Member of the RCL (2010), Prefect (2012).**

Honours and Awards:

Being best of the best and most dedicated person in the fight against crime - VSCPP
(Department of community safety and liaison, 2017)

Volunteer Work: I started off as a social crime Prevention volunteer in 2017 at the
Department of Community safety and Liaison in Kwadukuza, ILembe District where I

worked with SAPS, safety structures and ward councillors. I served as a volunteer for 4 years and won an award in 2017.

WORK EXPERIENCE:

1. Employer: Johnson&Johnson MED & Reach for a dream
Position Held: Psychology Graduate Fieldworker
Period: 16 January 2023 - 1 January 2024
Duties:
 - Assess and help children in hospitals between ages 3-18 years living with life threatening diseases/illnesses to fulfill their dreams with the reach for a dream foundation.
 - Conduct hospital visits on a weekly basis and drive across KZN to different hospitals to get referrals from medical doctors.
 - Provide counselling and hope to children and parents as psychology assessors.

2. Employer: ProMed Technologies/ Department of Health
Position Held: Project Coordinator –Zululand&UMkhanyakude district
Period: May 2021- January 2022
Duties:
 - Provide training on HBA1C to CHC, PHC, hospitals and mobile clinics under Zululand and UMkhanyakude district
 - Work closely with the Department of Health, Oms, ENs and Clinicians on use of glucometers and HBA1C and Detail Bio Hermes HBA1C Product to end users
 - Provide Technical Support on product
 - Monitor and evaluate the use of Strips of Glucometers and HBA1C product in hospitals and clinics

- Travel to, and manage all health facilities in the Zululand District and UMkhanyakude District
- Ensure targets are met
- Maintain and strengthen end user relationships through networking
- Ensure that the project is running smoothly.

3. Employer: Department of Community Safety and Liaison
 Position Held: Admin Clerk and Support for VSCPP-Crime Prevention
 Period: April 2017- January 2020
 Duties:

- Maintain the Filing system & Volunteer Database
- Assist with maintenance and capturing of statistics and minutes during meetings and events
- Provide necessary support for meetings and events, including registration, refreshments and other logistics
- Receive and register complaints
- Ensuring the office is always up to date which also included ordering stationery for volunteers.
- Carry out typing services, receive and distribute mail, make bulk copies.

4. Employer: Bhubesi Lifestyle [Mpumalanga & JHB]
 Position Held: Supervisor/Manager
 Period: January 2020- January 2021
 Duties:

- Monitoring and managing performing artists coming to perform at Bhubesi Lifestyle.
- Making sure all events run smoothly as well as ensuring that staff members are on time at work and are performing their duties efficiently.

5. Employer: King Shaka Visitors Centre
Position Held: Student/Tour Guide
Period: October 2011 to October 2012
Duties:

- Conduct Presentations to Local and international tourists on the history of King Shaka Zulu.
- Play Video clips for tourists about the area of KwaDukuza and the life of King Shaka Zulu.
- Ensure customer satisfaction at all times.

SKILLS:

- Good computer skills in Microsoft Office (Word, Excel, Outlook and PowerPoint)
- Experience in report writing, communication skills, presentations, training, management of budgets and programmes
- Good interpersonal relations and Good listening skills
- Administrative skills
- Excellent people skills, decision-making, Facilitation and team leadership skills
- Problem solving, Planning and organizing, Applied Strategic thinking, innovative and creative thinking
- Counselling experience (Maintain confidentiality and be sensitive)
- Willingness to work under pressure
- Attention to detail and ability to communicate with external and internal partners and maintain effective relationships.
- Willingness to work extensive hours and travel
- Conflict management and Crisis management skills
- Technical proficiency
- Ability to work independently without compromising team results
- Ability to work in a team/ Team Player
- Adaptability, Ethical and Loyal
- Driving

KNOWLEDGE:

- Knowledge of the Constitution of the Republic of South Africa
- Batho Pele Principles
- Public Service Regulations and Public Service Act
- Public Health & Research
- Knowledge of Psychology Practices
- Knowledge of Public Finance Management Act (PFMA), DFI, BAS and JYP and other legislation
- Knowledge of the Criminal Justice System

- Departmental Policies and Procedures
- White Paper on Transformation of Public Service
- Skills Development Act
- Human Resource Management Policy

PERSONAL PROFILE:

I am a Social Scientist who is passionate about public health, Research and improving social systems at large. I am a highly self-motivated, hardworking, experienced, Professional and Proactive individual. As an optimistic and skilled Bachelor of Social Science graduate in Community Development and Psychology, I have an impressive background and experience in Community work, Medical and Public Health, counselling, Corporate, Training & development and other Institutions.

I am committed to serving at my level best, as I am a self-starter and have a positive reputation for quality of work, and very result orientated. I have a proven record of working collaboratively with different Stakeholders, service providers, government departments and private sector companies to ensure efficiency at the work place and to holistically and successfully achieve goals. I have a passion for public health, people and working with the community at large, thus I am keen in playing a significant role in assisting in development and improving the quality of life for all.

References:

1. REACH FOR A DREAM FOUNDATION: KERRY DONKINS, Manager – 0722947858 Or 031 566 2220
2. JOHNSON&JOHNSON: DEAN HEWITT, Manager - 0834588617
3. PROMED TECHNOLOGIES: SUDHASHNIE, Managers - 067 762 4737 OR SARAH GUMEDE 082 419 8085
4. KING SHAKA VISITORS CENTRE: GUGU, Manager - 032 5512762 OR 032 552 7210
5. BHUBESI LIFESTYLE: MIKE, Manager - 072 227 1220

6. DEPARTMENT OF COMMUNITY SAFETY AND LIAISON: SAM ZWANE, Assistant Director- 083 442 2090

[Please see attached Reference letter alongside CV and Qualifications]