

Tshegofatso Maine

Transformation Specialist



Personal informations

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- ♀ Female
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Summary

I am a passionate advocate for social justice and equality. I hold a degree in Political Science from the University of Pretoria and I am an alumni of the YALI Regional Leadership Center Southern Africa. In 2020, I founded an organization where I've tackled challenges related to poverty, homelessness, and access to resources. At the University of Pretoria, I served as the Transformation, and Outreach Officer, where I worked to make the university more inclusive and accessible for people with diverse abilities. I was a Transformation Specialist at Johnson & Johnson MedTech, where I was gaining valuable experience working on issues related to BBBEE, employment equity and other initiatives to promote diversity, equity, and inclusion in the workplace.

My role as a Transformation Specialist has allowed me to gain experience in multiple areas of business, including Procurement, Sales & Marketing Administration and Governance Affairs. I have a broad range of skills and experience, which I've gained through my education and work in various departments. I'm excited to continue growing and developing as a professional, and to contribute my unique skills and insights to any organisation and making meaningful contributions to the world.

Preferred job

Keywords

- Leadership
- Collaboration
- Project Management
- BBBEE Compliance
- Employment Equity
- Diversity and Inclusion

Professional experience

Transformation (B-BBEE) Specialist

1 Feb 23 - 1 Jan 24

Johnson & Johnson Medical (Pty) Ltd

- Collaborated with leadership to monitor progress and pinpoint areas for improvement.
- Project managed skills development initiatives for internship and learnership programs, utilizing a specialised BEE score calculator to calculate the overall BEE score and ensure adherence to regulatory standards.
- Teamed up with the procurement lead to enforce BBBEE compliance, contributing insights to supplier diversity goals.
- Stayed updated on current legislation and amendments to BBBEE requirements.
- Managed regular updates to supplier information for BBBEE audit purposes, showcasing strong organizational and time management abilities.
- Participated in the Employment Equity committee, aiding in the creation and execution of the company's Employment Equity plan.
- Collaborated with internal stakeholders to promote diversity and inclusion in recruitment, hiring, and talent development practices.

- Conducted focus groups and surveys to gather employee feedback and identify areas for improvement in the organization's diversity and inclusion efforts.
- Provided administrative support to the Transformation Lead, including managing schedules, coordinating meetings, and preparing materials for presentations and reports.
- Assisted in the planning and execution of events and conferences, including coordinating logistics, managing guest lists, and preparing promotional materials.
- Maintained effective communication with internal and external stakeholders, including drafting correspondence, managing phone calls and emails, and ensuring timely responses.
- Supported the development and implementation of organizational policies and procedures, including assisting with research, drafting documents, and tracking progress.
- Supported the Executive Assistant in managing office facilities, including liaising with building management, overseeing maintenance and repairs, and ensuring a safe and functional work environment.
- Processed and uploaded purchase orders in the company's ERP system with precision and punctuality.
- Ensured the well-being and growth of interns by conducting regular connect sessions and providing support throughout the program.
- Participated in the Alliance for Diverse Abilities, a company-wide team dedicated to supporting employees with disabilities and fostering an inclusive workplace culture.
- Participated in the company's Care team, supporting the local community through various initiatives such as food and clothing drives, educational programs, and other events. Actively contributed by sending out communications and engaging with colleagues.
- Presented a presentation on diversity and inclusion that garnered positive feedback from colleagues and managers.
- Spearheaded the planning and execution of several diversity and inclusion events, including Autism Awareness Day, Wellness Day, Women's Month, and Mandela Day.
- Worked together with the director of governance affairs to compose weekly flash reports on Southern Africa policy news, with a focus on the Healthcare policy landscape.
- Supported the Sales and Marketing Administrator in the labeling of medical equipment samples.
- Drafted and circulated multiple forms of communication, gaining valuable experience and enhancing writing capabilities.
- Obtained a broad range of experience across departments, encompassing research, procurement, and administration.

Transformation & Outreach Officer

1 Oct 21 - 31 Oct 22

University of Pretoria (Disability Unit)

- Help to implement, develop and monitor the University's widening participation strategy.
- Dealing with all accommodation inquiries and helping resolve problems or complaints regarding students with diverse abilities.
- Working with students and staff groups across the University to implement programs and projects in support of the University's transformation agenda.
- Participated in quarterly transformation meetings with key stakeholders, including the Head of Transformation and Deputy Dean of the Faculty of Law, to identify and address issues of transformation within the university.
- Conducted informative and engaging presentations on disability awareness and inclusion on campus, promoting understanding and empathy among students and staff.
- Collaborated with Special Schools to identify areas of improvement and implement initiatives that support students with diverse abilities, including introducing sign language sessions on campus and accessible learning materials.
- Spearheaded disability awareness campaigns and events at the university, promoting a culture of inclusivity and support for students with diverse abilities.

- Worked closely with students with diverse abilities to identify and address barriers to their academic success, including providing guidance and support in accessing accommodations and resources.
- Built strong relationships with community organizations, and other stakeholders to promote disability awareness and inclusion beyond the university campus.
- Developed and implemented initiatives to improve the accessibility of campus facilities and resources, including advocating for policy changes and infrastructure improvements.

Education and training

BA Political Science

1 Jan 20 - 31 Dec 22

University of Pretoria

Commercial Subjects

1 Jan 17 - 31 Dec 18

NM Tsuene High School

Abilities

Networking



Computer Literacy



Critical Thinking and Problem Solving



Writing and Research



Presentation



Further information

Certifications

- Civic Leadership (YALI Regional Leadership Center Southern Africa)
- Youth Employment Service (YES)
- The Amazon Leadership Initiative

Relevant Projects

Higher Health, University of Pretoria
Volunteer

- Assisting in the distribution of educational pamphlets on campus to educate students on mental health.

Legae la Kganya Organisation
Founder & Chairperson

- Providing more than 500 sanitary pads to Informal settlements.
- Assisting grade 12 learners from Townships and Informal settlements in applying for Universities and bursaries.
- Organizing a food drive for Homeless people.

References

Jacob Pretorius: Johnson & Johnson Procurement lead
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Anneke Weber: Johnson & Johnson Transformation lead and Executive Assistant
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Kgothatso Ngobeni: Disability Unit (BOLD) Chairperson
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