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## SIPHIWO SIBONISO MLAMBO

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3969 Jozini, kwajobe, cezwane area  
+27 7111 89779 | Siphiosboh@gmail.com

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### Personal Details

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- Date of Birth : 26/02/1998
- Nationality : South Africa
- Gender : Male
- Driving Licence : Code 14

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### Objective

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Highly motivated Public Administration graduate with a Diploma holder in Public Affairs Administration of State, seeking an administrative internship to apply academic knowledge in a practical public sector setting. Possesses a strong foundation in public affairs, public sector economics, managing human capital in the public sector, and government/public leadership. Eager to contribute to efficient, ethical public service delivery while developing professional skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

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### Education

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- **Tshwane university of technology, pretoria**  
Diploma in public affairs administration of the state 2024
- **Mthambalala secondary school**  
Matric 2018

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### Modules

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- Public Affairs
- Public Sector Economics
- Governance and Public Leadership
- Managing human capital in the public sector
- Computer Literacy
- Constitutional Law
- Communication for Academic Purposes
- Information Literacy
- Political economy
- Administrative law
- Introduction to Political theory
- Information and knowledge management
- Life skills
- Statistics for Managing public affairs
- Public Sector marketing
- Public Affairs praxis
- Policy studies and interpretation of studies
- International trade

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### Skills

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- Administrative and Office Management Skills
- Public Sector Knowledge and financial management skills
- Management and Leadership Skills
- Communication and Interpersonal Skills
- Critical Thinking and Problem-Solving
- Technical and Digital Proficiency
- Stakeholder Engagement & Diplomacy
- Data Analysis & Research
- Personal and Professional Development

- Organising and planning skills

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#### Reference

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- **Mr JS mathenjwa - Department of high education**  
Principal  
Mathenjwajs@gmail.com  
+27 82 4221317
- **Mr J moila - Tshwane university of technology**  
Administrator  
Moilatut@gmail.com  
+27 1012 382 5911
- **B mlambo - Empumelelweni primary school**  
Teacher  
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