

KUBAYI NTIYISO

0786819373/0727290979/0711705291 |

ntiyisokubayi100@gmail.com/ntiyisokubayi04@gmail.com

SUMMARY

As a qualified Public Affairs, Local Government [Public Management], I bring a strong academic foundation in public administration, policy analysis, and research. I am passionate about fostering effective, transparent, and inclusive governance. With skills in communication, critical thinking, and problem-solving, I aim to contribute to initiatives that enhance local government operations and promote community well-being. My ability to think critically and collaborate effectively with diverse stakeholders sets me apart, enabling me to drive impactful solutions. Committed to leadership, sustainability, and positive change, I strive to make a meaningful impact in the public sector.

PERSONAL DETAILS

- Driving Licence : C1

PROFESSIONAL EXPERIENCE

- | | |
|---|---------------------------------|
| • Department of Social Development | 01 August 2025 - 03 August 2026 |
| Human Resource Management Learner | |
| Human Resource Management Duties | |
| • Administer and capturing leaves | - |
| • Processing appointments through PERSAL system | - |
| • Handling selection and recruitment process (Security background, verification of qualifications,-secretariat functions at interviews/shortlisting etc | - |
| • Processing long service and housing allowance schemes | - |
| • Process termination and transfers | - |
| • Calculation and creation of leave gratuity | - |
| • Confirmation of employment through PERSAL | - |
| • Updating personal information on PERSAL | - |
| • Administration of condition of service | - |
| • Administration of Service benefit | - |
| • Human Resource Development & Training Duties | - |
| Compile WSP | |

- Compile and analyze Skills Audit -
- Conducting training need analysis -
- Assisting in conducting induction and orientation programme -
- Coordination of workshops -
- Compile monthly, quarterly and annual training reports -
- **Records Management Duties** -
- Receiving documents from HRM and Finance offices
- Records documents -
- Sort documents according to PERSAL numbers -
- File documents inside their respective files -
- Open new files -
- Retrieve and record requested files -
- **Game Store Tzaneen** 03-01-2022 - 02-01-2023
- Cashier
- Delivered exceptional customer service by efficiently handling inquiries, resolving complaints and promoting store promotions.
- Processed high volume of cash, card, and mobile transactions accurately while ensuring customer-satisfaction.
- Maintained a balanced cash register with zero discrepancies through diligent attention to detail. -

EDUCATION

- **Tshwane University of Technology** 2025
- Diploma in Public Affairs, Local Government [Public Management]
- **Mookgo Secondary School** 2021
- National Senior Certificate

SKILLS

- Good verbal and written communication skills
- Interpersonal relations
- Ability to handle pressure
- Conflict management
- Policy analysis and interpretation skills
- Report writing skills
- Problem analysis and analytical thinking

- Honesty and confidentiality
- Customer care skills
- Knowledge of PERSAL
- Time management
- Computer literacy skills
- Planning and organizing
- Teamwork
- Language skills
- Basic reading, writing and calculations skills

REFERENCE

- **Ms Mongwe E - Department of Social Development**
HRD/Training Supervisor
MongweE@dsd.limpopo.gov.za
066 264 1069
- **Masia M.G - Department of Social Development**
HR Supervisor
Masiam@dsd.limpopo.gov.za
072 388 1288

DRIVING LICENCE **SAAD** **SOUTH AFRICA**
ZA
CARTA DE CONDUCACAO
N KLBAYI
 ID No: 02/0304200738082 **FEMALE**
 Birth: 20/04/2000 **ZA** Restrictions: 8
 Licence Number: 421500002171 **Nd**
 Valid: 16/03/2006 - 15/03/2011
 Issued: **ZA**
 Code:
 Vehicle restrictions:
 First issue: 17/03/2004



KLBAYI

DRIVER RESTRICTIONS
 1. None
 2. Glasses / Contact lenses
 3. Artificial limbs

VEHICLE CATEGORIES
 A. Passengers
 B. Goods
 C. Dangerous goods

VEHICLE RESTRICTIONS
 1. None
 2. Automatic transmission
 3. Electrically powered
 4. Invalidity classes
 5. Valid in terms of (GVMI) permission

Category	Weight
A	≤ 125 kg
B	≤ 3500 kg
C1	≤ 10000 kg
C	≤ 10000 kg
EC1	≤ 10000 kg
EC	≤ 10000 kg

SUID - AFRIKAANSE POLIS
COMMUNITY SERVICE CENTRE
GEMEENSKAPSE DIENSTSENTER
05 AUG 2020
CSC - TZANEEN
SOUTH AFRICAN POLICE SERVICE

Handwritten text:
 ... SERTIFIKAT DAT HIERDIE 'N WERKBOEKJE BESKRIF IS VAN DIE OORSPRONKELIKE DOKUMENT, WAT SAAN VILIER AANVAANING VOORGELEI, ... SERTIFIKAT, VERDER DAI, TOEGENS MY WAARNEEMING DAAR NIE 'N ... VERANDERING OF DIE OORSPRONKELIKE DOKUMENT ...
 ... CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATIONS NO AMENDMENT OR A CHANGE WAS NOT MADE FROM THE ORIGINAL DOCUMENT.

HANDTEKENING / SIGNATURE
RANG / RANK
NAME IN DRUKSKRIEF / NAME IN PRINT
05245477
MACHELE W.



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

NTIYISO KUBAYI

Identity number 0304200738082

Exam number 7210834010005

Subject	%	Achievement level
Sepedi Home Language	64	5
English First Additional Language	61	5
Mathematical Literacy	56	4
Life Orientation	64	5
Geography	49	3
History	75	6
Life Sciences	53	4
*****	***	*

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



M. S. Rakabele

Chief Executive Officer

220 2809 2918 J



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
2720144



Tshwane University of Technology

We empower people

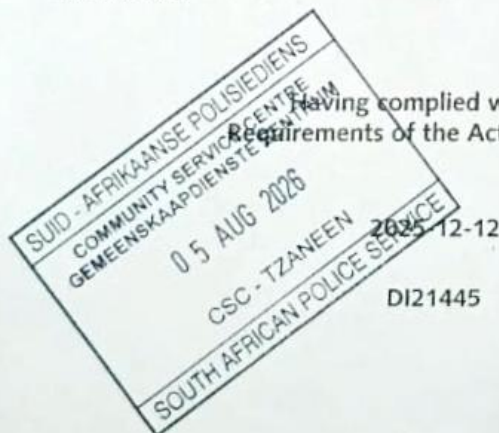
DIPLOMA

IN
PUBLIC AFFAIRS
(LOCAL GOVERNMENT)

Awarded to

NTIYISO KUBAYI

223474420



Having complied with the
Requirements of the Act and Statute

DI21445




Vice-Chancellor and Principal
On behalf of Council and Senate


Registrar



Tshwane University of Technology

We **EMPOWER** PEOPLE

Issuing Institution : Tshwane University of Technology PRO0141

Institution Registration Number :

Name : KURAYI NTYISO

Student Number : 223474470

Identity Number : 0304200738082

Date of Birth : 20-APR-2003

Year : 2023 DIPLOMA IN PUBLIC AFFAIRS (LOCAL GOVERNMENT)

National Qualification ID : 111241 Credit : 360

National Level : Advanced Certificate, Diploma (06)

Designator : NOT APPLICABLE

Qualifier : PUBLIC AFFAIRS

Annual Result :

YEAR (JAN-DEC)

COMMUNICATION FOR ACADEMIC PURPOSE IA	58 PASS	National Level	National Credit
INFORMATION LITERACY IB	84 PASS WITH DISTINCTION	05	10.00
LIFE SKILLS IA	79 PASS WITH DISTINCTION	05	2.00
FIRST SEMESTER (JAN-JUN)			
INTRODUCTION TO THE THEORY OF KNOWLEDGE IA	62 PASS	National Level	National Credit
LOCAL GOVERNMENT ECONOMICS IA	70 PASS	05	10.00
LOCAL GOVERNMENT IA	79 PASS WITH DISTINCTION	05	12.00
PUBLIC AFFAIRS IA	64 PASS	05	12.00
SECOND SEMESTER (JUL-DEC)			
COMPUTER LITERACY IB	76 PASS WITH DISTINCTION	National Level	National Credit
LOCAL GOVERNMENT ECONOMICS IB	69 PASS	05	10.00
LOCAL GOVERNMENT IB	55 PASS	05	12.00
LOCAL GOVERNMENT INVESTMENT IB	84 PASS WITH DISTINCTION	05	10.00
PUBLIC AFFAIRS IB	62 PASS	05	12.00
STATISTICS FOR MANAGING PUBLIC AFFAIRS IB	72 PASS	05	8.00

Year : 2024 DIPLOMA IN PUBLIC AFFAIRS (LOCAL GOVERNMENT)

National Qualification ID : 111241 Credit : 360

National Level : Advanced Certificate, Diploma (06)

Designator : NOT APPLICABLE

Qualifier : PUBLIC AFFAIRS

Annual Result : P PASS

FIRST SEMESTER (JAN-JUN)

MANAGING HUMAN CAPITAL IN THE PUB SECTOR IIA 66 PASS

National Level 06 National Credit 10.00

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Polokwane Campus

Tel 0961 102 422, Tel. (012) 382 0970 • The Registrar, Private Bag X9496, Polokwane 0700 • www.uta.ac.za

TSHWANE UNIVERSITY OF TECHNOLOGY
ACADEMIC ADMINISTRATION

03-02-2026

POLOKWANE CAMPUS



Issuing Institution : Tshwane University of Technology FROD141
Institution Registration Number :
Name : KUBAYI NTIVISO
Student Number : 223674420
Identity Number : 0304200738082
PUBLIC AFFAIRS IIIB
PUBLIC AFFAIRS IN PRACTICE IIIB

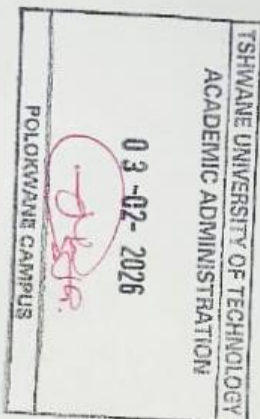
Date Of Birth : 20-APR-2003
61 PASS
63 COMPLETE

06 10.00
06 20.00

This student qualified for
DIPLOMA IN PUBLIC AFFAIRS (LOCAL GOVERNMENT)
on 12 DECEMBER 2025 and it will be formally awarded on 21 MAY 2026.
Academic Achievement : PASS

03-FEB-2026

*National Level Key
10 - Higher Certificate
11 - Advanced Certificate, Diploma



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