

NDOU DIVHANI ADVICE

Cell: 060 317 3300 | Email: advicedivhani@gmail.com

Date of Birth: 2 September 2000

PERSONAL PROFILE

A motivated, responsible and goal-oriented graduate with a Bachelor of Arts in International Relations and a Postgraduate Certificate in Education (PGCE). Possesses strong communication, organisational, analytical and interpersonal skills. Committed to continuous learning, professional development and contributing positively to an organisation. Able to work independently and collaboratively while maintaining professionalism and integrity.

EDUCATIONAL QUALIFICATIONS

Postgraduate Certificate in Education (PGCE)

University of Venda | 2026

Bachelor of Arts in International Relations

University of Venda | 2021–2025

RELEVANT SKILLS

- **Communication:** Communicates clearly and professionally with colleagues, learners, clients and stakeholders.
- **Organisation and time management:** Plans tasks, prioritises responsibilities and works to deadlines.
- **Research and analysis:** Gathers information, evaluates evidence and presents findings logically.
- **Problem-solving:** Analyses challenges and identifies practical solutions.
- **Teamwork and leadership:** Collaborates effectively, takes responsibility and contributes to shared goals.
- **Computer literacy:** Basic proficiency in Microsoft Word, PowerPoint, Excel, email and internet research.
- **Interpersonal skills:** Builds respectful, positive working relationships with people from diverse backgrounds.
- **Adaptability and ethics:** Willing to learn, accept feedback, maintain confidentiality and act responsibly.

TEACHING AND EDUCATIONAL COMPETENCIES

- Lesson planning and preparation of teaching and learning materials.
- Classroom management, learner engagement and inclusive teaching practices.
- Assessment of learner performance and provision of constructive feedback.
- Collaboration with fellow teachers and reflection on teaching practice.

CORE STRENGTHS

- Self-motivated, hardworking, reliable and punctual.
- Able to work independently and under pressure.
- Respectful, disciplined and committed to quality work.
- Willing to learn and develop professionally.

CAREER OBJECTIVE

To obtain a suitable position where I can apply my academic knowledge, communication abilities, analytical skills and professional training to contribute to organisational success while gaining valuable experience and developing my career.

REFERENCES

Available upon request.



APPLICATION FOR EMPLOYMENT

WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. You need to fill in all sections of this form completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

SPECIAL NOTES

1 - All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.

2 - Passport number in the case of non-South Africans.

3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 - This information will only be taken into account if it directly relates to the requirements of the position.

5 - The Executive Authority shall consider the criminal record (s) against the nature of the job functions in line with internal information security and disciplinary code.

6 - The applicant may submit additional information separately where the space provided is not sufficient.

7 - Departments must accept certified documents that accompany the application(s) with certification that is up to 6 months, unless the advert prescribes a longer period.

A. THE ADVERTISED POST (All sections of this form are compulsory)

Position for which you are applying (as advertised) <i>Data Capturer EPWP</i>	Department where the position was advertised <i>of Agriculture and rural development</i>
Reference number (as stated in the advert) <i>20261001132152-8231</i>	If you are offered the position, when can you start OR how much notice must you serve with your current employer? <i>Immediately</i>

B. PERSONAL INFORMATION¹

Surname and Full names <i>Adelani Dihani Advice</i>	
Date of Birth <i>02/04/00</i>	Identity Number <i>0009025649089</i>
Race ³	Passport ² number
<i>African</i> ☒ <i>White</i> ☐ <i>Coloured</i> ☐ <i>Indian</i> ☐ <i>Other</i> ☐	
Gender ³	Female ☐ Male ☒
Do you have a disability?	Yes ☐ No ☒
Are you a South African citizen?	Yes ☒ No ☐
If no, what is your nationality?	
Do you have a valid work permit? (only if non-South African)	Yes ☐ No ☐
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? ⁵ If yes (provide the details)	Yes ☐ No ☒
Do you have any pending criminal case against you? If yes, (provide the details) ⁵	Yes ☐ No ☒
Have you ever been dismissed for misconduct from the Public Service? ⁴	Yes ☐ No ☒
If yes (provide the details) ⁶	
Do you have any pending disciplinary case against you? If yes, (provide the details)	Yes ☐ No ☒
Have you resigned from a recent job pending any disciplinary proceeding against you? ⁴ If yes, (please note that the provisions of the Public Service Act shall apply).	Yes ☐ No ☒
Have you been discharged or retired from the Public Service on grounds of ill-health or on condition that you cannot be re-employed? ⁴	Yes ☐ No ☒
Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? ⁶ If yes, (provide the details) ⁶	Yes ☐ No ☒
In the event that you are employed in the Public Service, will you immediately relinquish such business interests?	Yes ☐ No ☒
Please specify the total number of years of experience you have	Private Sector ☐ Public Sector ☐
If your profession or occupation requires official registration, provide date and particulars of registration	Date <input type="text"/> Reg. No <input type="text"/>

8- Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process.

C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS

Preferred language for correspondence

ENGLISH

Method of correspondence for

Post ☐

E-mail ☒

Fax ☐

Tel ☒

Contact details (in terms of the above)

advisedilthani@gmail.com

0603173300

D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'

	Languages (specify)			
	VENDA	XITSonga	DEshi	English
Speak	good	good	good	good
Write or read	good	fair	fair	good

E. FORMAL QUALIFICATION⁷ (from highest to the lowest)

Name of School/Technical College	Name of qualification obtained	Year obtained
University of Venda	BA International Relations	2025
University of Venda	PGCE	2028
Current study (institution and qualification):		

F. WORK EXPERIENCE (Also attach a detailed CV)⁸

Employer (including current employer)	Post held	From		To		Reason for leaving
		MM	YY	MM	YY	
IT designs	Large format printer operator	02	25	10	25	finishing school
If you were previously employed in the Public Service, is there any condition that prevents your re-appointment						Yes ☐ No ☐
If yes, Provide the name of the previous employing department and indicate the nature of the condition.						

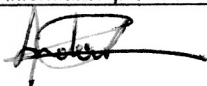
G. REFERENCES

Name	Relationship to you	Tel. No. (office hours)
Ndon Tendani	former Manager	0711084151

DECLARATION

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information provided will result in my application being disqualified or disciplinary action taken against me if I am appointed:

Signature:



Date:

22-10-2026