



# Simon Tlokotsi Motaung

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Support manager or Operation manager

- Provision of a technical and administrative support and maintaining clear communication practices with internal and external stakeholders.
- Assess the effect of the work environment and other internal factors on the behaviour of individuals.
- Counsel workers about job and career-related issues.
- Develop and implement employee selection and placement programs.
- Analyse data, using statistical methods and applications, in order to evaluate the outcomes and effectiveness of workplace programs.
- Provide effective supervision and development of personnel within the sub-directorate.
- Make recommendations to line manager e.g. improving service delivery.
- Develop Krugersdorp cluster reports and a contingency management plan.
- Identify training requirements to enhance efficacy within the section.
- Analyse and make recommendations on the optimal utilization of staff and other resources.
- Implement improvement opportunities (bottlenecks and multiple handovers).
- Manage the grant administration program in the Local Office by coordinate and monitor grant application processes in terms of legislative compliance
- Manage corporate support and financial services within the Local Office by monitor effective and efficient financial management services

Preferred occupation

Production coordinator  
Administrative jobs

Team leader  
Management, human resources jobs

Project managers  
Management, human resources jobs

Preferred work location

Secunda  
Mpumalanga

Kriel  
Mpumalanga

## Contacts and general information about me

Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 2018.02 iki dabar</b>
Company name	South African Social Security Agency
You were working at:	Team leader
Occupation	Team Leader
What you did at this job position?	Oversee the team of 27 officials

### Education

Educational period	<b>nuo 2005.02 iki 2008.12</b>
Degree	Honours
Educational institution	North West University
Educational qualification	HONOURS IN BACHELOR OF ARTS (DEVELOPMENT AND MANAGEMENT)
I could work	as Manager

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
isiZulu	very good	very good	do not know

### Computer knowledge

Microsoft office, adobe reader and windows

### Conferences, seminars

N/A

### Recommendations

Contact person	Dineo Lekalakala
Occupation	Manager
Company	Sassa
Telephone number	0827073925
Email address	dplekalakala@sassa.gov.za

### Additional information

Your hobbies	soccer and news
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2009-08-00 (15 years)
Salary you wish	40000 R per month
How much do you earn now	26500 R per month