



# Catherine Mazoboyi Zikhali

Curriculum Vitae (CV)

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

Training and Development /HR /Administrator. I have a National Diploma and BTech in Public Administration and Management, I have incomplete MTech in Public Management. I am a qualified ODETDP with 29 years working experience, I have typing, management, presentation, coordination, negotiation, Labour relations, OHS, facilitation, assessments and communication skills. I have Skills Development Facilitation, report writing and leadership skills.

I am a discipline woman who has both management and leadership skills. I have been in employment for 29 years of which 20 years was management and only 9 administrator. I have been 22 year in the HRD positions that give me a confidence to be employed to any Learning and Development position.

Preferred occupation	<b>HR specialists</b> Management, human resources jobs
	<b>Other jobs</b> Other jobs
	<b>Administrators</b> Administrative jobs
Preferred work location	<b>Pretoria / Tshwane</b> Gauteng
	<b>Johannesburg</b> Gauteng
	<b>Other Mpumalanga</b> Mpumalanga
	<b>Polokwane / Pietersburg</b> Limpopo
	<b>Rustenburg</b> North West

## Contacts and general information about me

Day of birth	1968-07-22 (56 years old)
Gender	Female
Residential location	<b>Hazyview</b> Mpumalanga

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
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## Work experience

Working period **nuo 2008.07 iki 2021.10**  
Company name South African National Parks (SANParks)  
You were working at: HR specialists  
Occupation Manager Learning and Development  
What you did at this job position? Coordinating Corporate programs, managing Human Capital & Budget, Skills Development Facilitation, Ensuring compliance, Bursary management

Working period **nuo 1996.08 iki 2001.04**  
Company name Department of Environmental Affairs and Tourism  
You were working at: Administrators  
Occupation Principal Personnel Officer  
What you did at this job position? Recruitment, Salary Administration, Pension Administration,

Working period **nuo 1991.08 iki 1996.07**  
Company name Department of Education  
You were working at: Administrators  
Occupation Senior Administrative Clerk  
What you did at this job position? Switch Board Operator, Bookkeeping, Secretariat, Typist

## Education

Educational period **nuo 1998.01 iki 1999.12**  
Degree Honours  
Educational institution Technicon South Africa  
Educational qualification BTech in Public Management  
I could work Human Resource Officer/Manager

Educational period **nuo 1991.01 iki 1994.12**  
Degree Diploma  
Educational institution Technicon Pretoria  
Educational qualification Diploma in Public Administration and Management  
I could work Administrator/Clerk/Officer

## Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	very good

SiSwati	fluent	fluent	fluent
isiZulu	very good	very good	very good
Xitsonga	good	good	good
isiXhosa	basic	basic	basic
Afrikaans	good	good	good

### Computer knowledge

Ms Word, Excel, Powerpoint, Access, Outlook, Ms Teams

### Conferences, seminars

Trainers Conference, ODETDP, Assessor, Train the Trainer, Training Needs Analysis,

### Recommendations

Contact person	Simon Marutha
Occupation	Senior Manager
Company	SANParks
Telephone number	0660638923/013 7354175
Email address	Simon.marutha@sanparks.org

Contact person	JR Nkosi
Occupation	General Manager
Company	SANParks
Telephone number	0764306812

Contact person	Siphokazi Bokwe
Occupation	General Manager
Company	SANParks
Telephone number	0711205164/012 426 5359
Email address	siphokazi.bokwe@sanparks.org

### Additional information

Your hobbies	Reading, Motivator
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	1990-04-00 (34 years)
Salary you wish	RR30 000-R55 000 R per month
How much do you earn now	RR38 000 R per month