



# Mmadira Reginah Masiane

Curriculum Vitae (CV)

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

### Professional skills

- Ability to collaborate and network with other stakeholders
- Ability to work in a team and independently.
- Trauma and basic counseling skills
- Interpretation and implementation of legislation and policies
- Report writing
- Problem solving and decision making skills
- . Nineteen years of experience as an administration clerk
- . Be able to work independently without supervision
- Supervisory skills and interpersonal skills

### Preferred occupation

**Administrators**  
Administrative jobs

**Social Worker**  
Mining jobs

**Paralegals**  
Law, legal jobs

### Preferred work location

**Pretoria / Tshwane**  
Gauteng

**Rustenburg**  
North West

**Mokopane / Potgietersrus**  
Limpopo

**Sedibeng**  
Gauteng

## Contacts and general information about me

Day of birth 1973-05-16 (51 years old)

Gender Female

Residential location Pretoria / Tshwane  
Gauteng

Telephone number *Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

### Work experience

Working period	<b>nuo 2005.10 iki dabar</b>
Company name	DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
You were working at:	Government jobs
Occupation	Admin Clerk
What you did at this job position?	<ul style="list-style-type: none"><li>• Receiving of Section 155(2) reports for foster care from social workers and confirming of child jurisdiction.</li><li>• Issuing different types of forms like Form 2 to social workers whereby social did not complete it.</li><li>• Checking of Form 36 for child removal of the child if everything has completed, and if the child is placed at Child and Youth and Care Centre check the registration certificate and expiry date.</li><li>• Typing of foster care orders and checking if the new is foster placement or extension of foster care for two years or until eighteen years.</li><li>• Referring clients for mediation in terms Section 33 of the Children's Act.</li><li>• Assist members of the public on how to apply for parenting plan.</li><li>• Making calls requesting feedback from the social workers whereby Form 9 for investigation has been issued and no reports have been filed.</li><li>• Receiving of calls whereby social workers and members of public need information.</li><li>• Giving advice to when needed / necessary like where social workers are not sure about jurisdiction of the case.</li><li>• Liaising with office of the family advocate about outstanding reports for parenting plan.</li><li>• Check if form 8 is completed and signed by the family advocate.</li><li>• If the mediation didn't go through, check if the client has certificate of non- mediation.</li><li>• Opening of files and issuing of summons calling upon the respondent to appear in court.</li><li>• Capturing and updating of files on the system.</li><li>• Retrieving files from the store room if there is foster care that need to be extended.</li></ul>

### Education

Educational period	<b>nuo 2013.01 iki 2021.01</b>
Degree	Degree
Educational institution	Unisa
Educational qualification	Bachelor of Social Work
I could work	Yes

### Languages

Language	Speaking level	Understanding level	Writing level
Setswana	very good	fluent	very good

### Computer knowledge

\* I am Computer literate – Ms Word, Ms PowerPoint, Ms Outlook, Ms Excel

**Conferences, seminars**

Internship as a Family Counselor at Family Advocate Office Pretoria. From 01 August 2023 it ends 31 July 2025.

Mediation course at Justice College from 11 November 2024 to 15 November 2024

**Recommendations**

Contact person	Ms T Letuka
Occupation	Family Counselor Supervisor
Company	Department of Justice and Constitutional Development
Telephone number	0827095941
Email address	TLetuka@justice.gov.za

**Additional information**

Your hobbies	Watching TV
Driver license from	2013-06-00 (11 years)
Salary you wish	R35 000 R per month
How much do you earn now	R20 000 R per month