



# Mfundo Educarer Hlophe

Curriculum Vitae (CV)

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

- Issuing an offer letter after the approval has been obtained and notifies the line managers,
- Ensuring compliance with recruitment and selection policy. Compile and submit monthly statistics of acting appointments,
- Ensuring that request for acting allowance is in line with the policy (Acting appointment policy circular 99 of 2013).
- Verifying all relevant documents such as experience and qualifications etc.
- Ensuring compliance by filing all the documents accordingly (employees files for audit purposes),
- Provide finance with the documents for authorization,
- Processing of casuals appointment on persal system by using function #5.8.1 of the Persal tool,
- Preparing of nomination forms and submit to Senior HR Officer for creation of acting post and send advice to finance to effect payment,
- Making follow-up with finance if the payment is delayed.
- Preparing of memo for transfer to be approved by delegated authority,
- Implementing of the transfers on persal if the transfer approved,
- Preparing a letter to affected offices and officials confirming the outcome of the application.

Preferred occupation **Administrators**  
Administrative jobs

**Recruitment professional**  
Management, human resources jobs

**Teachers**  
Teaching jobs

**Car drivers**  
Driver jobs

Preferred work location **Durban City**  
I am in possession of Occupational Health and Safety Certificate NQF Level 5 obtained at NOSA Pinetown branch and I have gained vast of experience in facilitating the development,

**Contact and general information about me** Safety and Environment management system in the Department of Justice and Constitutional Development. I have a good understanding of Environmental Management Act 28,29 and 31 (NEMA), Compensation for occupational injuries and disease Act 35 and Occupational Health and Safety Act.

**Preferred work location** Durban City  
KwaZulu-Natal

I am also in possession of a National Diploma in Human Resources Management; I have a good Telephone number  
sound knowledge of research methodology as I have obtained a Post-Graduate Certificate in Education at UNISA where I was prepared with a sound knowledge and skills in researching, Email address  
assessor, mediator, developer, scholar, and learning programmer.

**Work experience** I am waiting for my driver's licence test date on the 12th of December 2018 as I attached proof of bookings and learners licence.

I strongly believe that should I be appointed I will be a beneficial to your institution.  
Kindly find all my certified qualifications, CV and relevant work experience as attached herein.

EMPLOYER : Department of Justice and Constitutional Development: Regional Head Office, Durban  
POSITION : Human Resources Officer  
DURATION : 2014 to date.

Working period **nuo 2007.08 iki 2018.12**  
 Company name Department of Justice Regional Office Durban  
 You were working at: Recruitment professional  
 Occupation HR Officer  
 What you did at this job position? Still working as HR Officer

**Education**

Educational period **nuo 2004.01 iki 2006.12**  
 Degree Diploma  
 Educational institution Mangosuthu University of Technology  
 Educational qualification ND in Human Resources Management  
 I could work HR Sexction and Occupational Health and Safety

Educational period **nuo 2011.01 iki 2012.05**  
 Degree Diploma  
 Educational institution INTEC College  
 Educational qualification Professional Secretary  
 I could work Administration functions

**Languages**

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	good	good	good
isiXhosa	good	good	fluent

**Computer knowledge**

- Theory of computers:
1. MS Word
  2. MS Excel
  3. Powerpoint
  4. Living Online (Network, Email and Internet)

**Conferences, seminars**

1. Occupational Health and Safety Training- 04 September 2014.
2. Professiona minutes taking Training- 08 June 2015.
3. Computer training-14 August 2017

**Recommendations**

Contact person Mr LN Sibiya  
Occupation Assistant Director : Recruitment, Selection and Mobility  
Company Department of Justice, Regional Office, Durban  
Telephone number 031 372 3112  
Email address lindosibiya@justice.gov.za

Contact person Ms K. Sikhonde  
Occupation Senior Human Resource Officer  
Company Department of Justice Regional Office, Durban  
Telephone number 031 372 3118  
Email address CSikhonde@justice.gov.za

Contact person Mrs Songelwa  
Occupation Part-time coordinator HR  
Company Esayidi TVET College  
Telephone number 039 727 3062  
Email address N/A

#### Additional information

Your hobbies  
1. Playing cricket  
2. Jogging  
3. Socializing  
4. Swimming  
5. Reading articles

Driver licenses B Light Vehicle  $\leq$  3,500kg  
Driver license from 2018-12-00 (6 years)  
Salary you wish 18000 R per month  
How much do you earn now 15000 R per month