

CURRICULUM VITAE

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Date of Birth : 25TH July, 1965
Nationality : Zimbabwean
Marital Status : Mother of 3 Children
Languages : English (written and spoken), Ndebele /Zulu (written and spoken). Shona (written and spoken)& elementary Portuguese

ACADEMIC QUALIFICATIONS

Current studies: MA in Gender Studies (University of Free State- RSA)

2009: Post Graduate Diploma in Gender Studies (University of Free State – RSA)

2007/8: Masters- Disaster Management (University of Free State -RSA) Thesis Title- “Survival Mitigation Strategies- Challenges and Opportunities: A case study of Women in *stokvels* in Botshabelo, Motheo District, Free State Province. South Africa

2005/6: Diploma in Development & Disaster Management- (National University of Science and Technology) Zimbabwe.

2000/2:	Diploma in Industrial and Labour Studies. (Zimbabwe Open University)
1994/6:	Diploma in Personnel Management (Institute of Personnel Management (Zimbabwe).
1989-2000:	Graduate Certificate in Education (University of Zimbabwe)
1986/88:	Bachelor of Arts Degree (University of Zimbabwe)

PERSONAL PROFILE

A trainer par excellence in disaster risk management, and I handle all the short learning process for the Centre. I write proposals, organize, coordinate and facilitate short learning programs in the University of Free State - Disaster Management Training and Education Centre for Africa (UFS-DiMTEC). A lecturer in both the post graduate and masters programs. A mentor, promoter and study leader for the masters' students are undertaking dissertation projects in order to fulfill the requirements of the masters' degree. A human resources management practitioner who strives for fairness in the work environment. Industrial relations management experience for more than 10 years both in the private and public sectors. A trained teacher and writer who works well under pressure and reflective leader. Experienced program team worker in training, labour dispute resolution and counselor of distressed workforce. Experienced in proposal writing, needs assessment, report writing, training and capacity building and administration. Interpersonal skills, negotiation and conflict resolution skills research skills, policy formulation and analysis, designing training programs, human resources management skills. Extensive training knowledge in human resource management disaster management. Team player who can lead in pressurized situations and achieve team goals.

CAREER HISTORY

A. 2010- to date: JUNIOR LECTURER/ SHORT LEARNING PROGRAMS

COORDINATOR (UFS-DiMTEC)

B. 2008- 2009: COORDINATOR SHORT COURSES / RESEARCHER

(UFS-DiMTEC) with the following key responsibilities:

- Capacity building programs targeting Municipalities, NGOs and other organized groups by equipping them with skills to response to emergencies when they occur- targeting SADAC Countries, especially South Africa.
- Guiding DIMTEC partners in the initiation and preparation of suitable staff training curriculums in emergency preparedness & Response.
- Provide backup expertise to DIMTEC on Personnel and Human Resource management and conflict Resolution issues within the center and & with partners and students.
- Developed a DIMTEC SPHERE Training framework and materials for staff working with Municipalities in South Africa
- A Researcher and Focal point person for coordination of Short learning programs at DIMTEC
- Key facilitator and Lecturer of the short learning programs in the Disaster Risk Management Training & Education Centre for Africa (DIMTEC)
- Marketing, tendering and follow up on training needs of Municipalities, Humanitarian Agencies and other disaster management stakeholders in South Africa and beyond.
- Research on training needs of disaster management stakeholders in South Africa.
- Marking of students assignments and supervising students theses
- Standing in for the Director in his absence.
- Attending and participating in Provincial Disaster Management Advisory forums and other activities in the Free State province .
- Administration and office management in the absence of the Director of the Centre
- Doing continuous research on disaster management related issues at DiMTEC

C. 2002/July 2007: HUMAN RESOURCES MANAGER

INNSCOR Africa Limited- Zimbabwe

Responsibilities:

- **Human resources provision** Comprising: human resources planning, recruitment, selection, placement, induction, promotion, career management and termination of service.
- **Human Resources maintenance** comprising: Determining conditions of service, remuneration structure, record keeping, personnel turnover, industrial relations, and staff canteen administration and performance assessment.
- **Human Resources development** *comprising*: Coordinating training and development function.

D. 1998/2002: SENIOR DESIGNATED AGENT

National Employment Council for the Commercial Sectors in Zimbabwe.

Worked for 4 years with NECCS in Zimbabwe where I held the following key responsibilities:

- Secretary to the local joint committee Policing the collective bargaining agreement (CBA)
 - Organizing local joint committee meetings with the employers and trade union representatives
 - Human resources management
 - Company property management including vehicles and houses
 - Writing determinations by LJ C
 - Documentation of cases for the Negotiating Committee at national level.
 - Registration of members as per the relevant Act.
 - Collection of levies
 - Attending to court sessions on behalf of the Council
 - Inspection of the payrolls and other staff welfare concerns at Co and
- Other duties as prescribed by my employer

E. 1989 /1998: GRADUATE TEACHER:

Ministry of Education-Zimbabwe

- Graduate Secondary School Teacher for five years (Geography, Religious Education and Ndebele).
- **PRINCIPAL WRITER** (Curriculum Development Unit) for five years as a writer, evaluator and curriculum developer

WORKSHOPS, CONFERENCES & COURSES ATTENDED

2012- Co- facilitator in the Sphere TOT Refresher Course on 2011 revised version, in Harare Zimbabwe.

2011- Attended the Sphere TOT course in Johannesburg on the revised 2011 edition.

2010- Attended the Gender Responsive Budgeting in Integrated Water Resources Management (IWRM).

2009- Presented a paper on Resilience and DRR at the World Vision (Africa) forum on mainstreaming DRR in their activities in Nairobi, Kenya.

2009- Attended consultative workshop on the Sphere Revision in Lusaka, Zambia.

2009– Attended and completed a 5 days SPHERE TOT training organized by Emergency Capacity Building Project (ECB) in Nairobi, Kenya.

2002- Attended and completed a 5 day - 3D management training organized by Innscor Africa in St Lucia Park, Harare, Zimbabwe.

1997- Attended and completed a two week course on Gender and AIDS education in schools organized by UNICEF in conjunction with the Ministry of Education, in Mutare, Zimbabwe

PAPERS PRESENTED AT CONFERENCES

2011: An analysis of the efficacy of cash transfers in addressing food insecurity for Mutare urban communities of Zimbabwe. Authors: J. Handina, A. Ncube and A.J.Jordaan

2010: Survival Mitigation Strategies - Challenges and Opportunities: Women in *Stokvels* in Botshabelo, Motheo District, Free State Province. Authors: A. Ncube & A.J.Jordaan

MASTER' THESES SUPERVISED

2010

1. **Chikumba Tendayi** : Strengthening of community systems: A framework for public participation for cholera disaster risk reduction in Kadoma, Zimbabwe
2. **Chipare Tobias** : Coping strategies to the impacts of cholera epidemic in Zimbabwe from 2008 to 2009: *The case of Budiriro high density suburb, city of Harare.*
3. **Handina James** : ‘ Cash transfers , effective social protection initiative” An analysis of the efficacy of cash transfers in addressing food insecurity for Mutare urban communities of Zimbabwe

4. **Thobejane Mmaleshaba:** An investigation of household food security at Mokgatlong (Ga- Sekororo) village in Maruleng municipality , Limpopo province of South Africa

2011

5. **Maifo Cuthwell:** Analysis of livestock fodder drought relief scheme: A case of the Department of Agriculture in Polokwane municipality
6. **Kolanchu Puseletso:** An analysis of community awareness to chemical hazards in Zamdela township, Sasolburg, South Africa
7. **Chimenya Gerald:** Hospital emergency and disaster preparedness: A study of Onandjokwe Lutheran Hospital, Northern Namibia
8. **Clement Darris:** The church and disaster management: The Assembly of God Church (AoG) and HIV/AIDS in Lusaka, Zambia
9. **Ndlovu Patience Sibongile:** An investigation into children`s degree of participation in Non-Governmental Organizations (NGOs) OVC mitigation programmes. A case study of beneficiaries in Magwegwe District wards 18 and 19 in Bulawayo Metropolitan.
10. **Phiri Siduduzil:** Impact of artisanal small-scale gold mining in Umzingwane District (Zimbabwe); A potential for ecological disasters
11. **Siwele Delsy Nkhensani:** A review and assessment of veldfire management plan for Thaba-Chweu local municipality, Mpumalanga province
12. **Tlou Daisy Ramphela:** The Impact of shack fires on the people of J.B.Mafora informal settlement, Bloemfontein, South Africa
13. **Gumiso Ntuli::** Impact of cash aid as a humanitarian intervention strategy: A case for Nyanga district, Manicaland province, Zimbabwe.

MEMBERSHIP

- Institute of Personnel Management of Zimbabwe (IPM(Z))
- Member of Gender and Disaster Network(GDN)
- Member of Disaster Management Institute of Southern Africa
(DMISA)

HOBBIES: Traveling, Reading & watching football and rugby

OTHER RELEVANT SKILLLS

- Computer literate in all relevant packages which include: Word, Excel, power point presentation etc (completed an international computer driver's licence (ICDL) course in 2002.

- Hold (Zimbabwe) class 4 driver's licence (SA code8)
- Accredited SPHERE Trainer of Trainer (TOT) and Trainer

REFEREES

1. Mr Andries Jordan, Director

Disaster Risk Management Training and

Education Centre for Africa (DiMTEC)

University of the Free State

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2. Mr. Clement Mhlanga

Senior Program Manager

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3. Ms Nadine Lake

Program Director, Gender Studies

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