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- L: Live Easy 53 main street
Marshalltown, Johannesburg

• **KHOSA**

• **TSEMBO**

• | **PUBLIC MANAGER/ ADMINISTRATOR** |

• **PERSONAL INFORMATION**

- Name: KHOSA TSEMBO
- ID number: 9511040266089
- EE Status: South African
- Location: Live Easy 53 main street Marshalltown.
- Marital Status: Single
- Languages: English, Tsonga, Sotho, Zulu
- Computer Literacy: MS Excel, MS Word, MS Power Point, MS Outlook

• **EDUCATION**

• **Tertiary**

Education: Central University of Technology (Bloemfontein), Higher Certificate (community development), 2015-2016. Diploma in Public Management, 2016-2020.

Modules included: Human Resource Management, Public leadership and local governance, public management and governance, Politics, Performance management, Local government ethics and good governance, strategic budgeting & financial corporate governance Integrated development planning, Municipal policy making & analysis.

- **Secondary Education: New Era College, Grade 12, 2014**

An enthusiastic self-starter with

high quality services, strong leadership skills, the ability to influence and inspire people to reach and achieve a common goal.

- I am proactive with the ability to work independently when needed, but able to be a team player if required.
- Flexible and can provide solutions to problems and obstacles that come through when executing given tasks.
- The main goal is to be able to complete deadlines effectively and efficiently as stakeholders would expect me to.

• PROFESSIONAL EXPERIENCE

- **Gauteng Department of Education: FINANCE AND PROCUREMENT ADMINISTRATION**
Intern: 10/2024- present

JOB RESPONSIBILITY:

- ✓ Provide admin support for Sub Directorate.
 - ✓ Submitting weekly and monthly reports which entail commitments, accruals, list of all invoices received, master list, payment schedules and list of contracts.
 - ✓ Compile requisitions of goods and services identified by end-users.
 - ✓ Allocating SCOA codes per requisition as per items ordered.
 - ✓ Monitoring procurement plans.
 - ✓ Liaise with State Accountant to confirm SCOA codes and budget availability.
 - ✓ Receive and check quality and quantity of goods and services according to the purchase order.
 - ✓ Generating GRV'S for payment.
 - ✓ Ensuring that goods and services are delivered according to the specification.
 - ✓ To conclude contracts for personnel and appraise them by midterm and final year performance/
 - ✓ To conduct stock taking quarterly.
 - ✓ Capture new stock, invoices and purchase order numbers in the master inventory.
- **Hala Hala Psychology Services: Administration Assistance, Johannesburg (Florida Park): 12/2019-10/2021**
 - **Xihlovo Primary School (Malamulele): Education Assistant: 01/11/2021- 31/09/2022**

• SKILLS

- Computer Skills (word, excel, PowerPoint, outlook)
- Problem Solving Skills
- Ability to work well under pressure
- Written and Verbal Communication Skills
- Good Organizational skills, with attention to detail
- Administrative skills
- Numeracy and literacy skills
- Staff Coordination skills
- Multitasking Skills
- Project Management Skills
- Clerical Skills
- Telephone skills with etiquette

- **REFERENCES**



- **MS MA Mantsena**
Educational Psychologist T: 0833 44 7652 T: 051 509 8027

- **MRS NGOBENI ES**
Xihlovo Primary School: Principal T: 015 851 0174

- **Ms. Emily Lentle**
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