

Vuyisani Sesani

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SUMMARY

I am a dedicated and results-driven professional with over 15 years of experience in **health and safety management, education, human resources, and programme coordination**. I have worked with respected organisations including **FV Trading Enterprise, South Cape TVET College**, and the **Department of Correctional Services**, where I developed strong expertise in workplace safety, training, and academic administration.

At **FV Trading Enterprise**, I implemented safety inspections, conducted risk assessments, and ensured compliance with the **Occupational Health and Safety (OHS) Act**. During my tenure at **South Cape TVET College (Bitou Campus)**, I lectured on business and management subjects, coordinated marketing and recruitment campaigns, and managed occupational programmes aligned with **QCTO** and **SETA** requirements. Earlier at the **Department of Correctional Services (Pollsmoor)**, I supported HR operations, employee relations, and administrative processes.

I am passionate about fostering safe, productive, and skills-driven environments through effective leadership, teamwork, and compliance excellence. I am now seeking new opportunities where I can apply my experience and contribute to organisational growth and development.

WORKING EXPERIENCE

FV Trading Enterprise - Safety Rep

10/2021 - 03/2024

- Conducted regular site inspections to identify potential hazards and ensure compliance with safety standards.
- Recorded and reported all accidents, near misses, and unsafe conditions promptly.
- Organized and led toolbox talks and safety briefings to promote awareness.
- Educated employees on the correct use of PPE, emergency procedures, and safe work practices.
- Acted as a liaison between employees and supervisors to address safety concerns.
- Fostered open communication regarding workplace safety issues.
- Ensured full adherence to local and national safety regulations, including the Occupational Health and Safety (OHS) Act.
- Promoted proactive and preventive safety behaviour among workers.
- Assisted in the development and implementation of emergency response and evacuation plans.
- Maintained accurate records of inspections, incidents, and corrective actions.

SKILLS

- Risk assessment
- Incident reporting
- Safety compliance
- Emergency response
- PPE training
- Regulatory knowledge
- Occupational health
- Communication skills
- Safety culture promotion
- Problem solving
- Team collaboration
- Training coordination

EDUCATIONAL QUALIFICATIONS

2000

Nompumelelo High School

Matric: Grade 12

Walter Sisulu University

ND: Public Management

- Prepared and submitted detailed safety reports to relevant authorities or safety committees

South Cape College (Bitou Campus) - Lecturer

03/2009 - 07/2018

- **Subjects Lectured:**
- **New Venture Creation** (Levels 2, 3 & 4)
- **Project Management** (Levels 3 & 4)
- **Office Practice** (Levels 2, 3, N4 & N5)
- **Client Services and Human Relations** (Levels 2 & 4)
- **Business Practice** (Levels 2, 3 & 4) and **Simulation (Sim)** (Levels 2 & 3)
- **Public Relations** (N4)
- **Personnel Management** (N4, N5 & N6)
- **Personnel Training** (N5 & N6)
- **Labour Relations** (N5 & N6)

South Cape TVET College - Health and Safety Officer

01/2017 - 01/2018

- Evaluated site risks and implemented control measures.
- Kept safety documentation current and easily accessible.
- Conducted safety inductions, toolbox talks, and refresher training sessions.
- Compiled reports and recommended corrective actions.
- Liaised with regulatory bodies and prepared for audits.
- Ensured proper maintenance of fire extinguishers, first aid kits, and evacuation routes.
- Led by example to promote a strong safety culture.
- Ensured subcontractors complied with site-specific safety requirements.
- Submitted safety reports to management and relevant authorities.

South Cape College - Marketing Coordinator/Recruitment officer

{Bitou Campus}

05/2009 - 05/2017

- Planned and executed marketing campaigns for NCV, Nated, and occupational programmes.
- Organised school visits, career expos, and open days to attract students.
- Presented programme options and career paths to learners and parents.
- Built partnerships with schools, municipalities, and community organisations.
- Assisted students with applications, registration, and programme guidance.
- Coordinated college events and monitored recruitment outcomes.
- Collaborated with departments to ensure accurate information and community visibility.

South Cape College - Programme Manager (Occupational Programmes)

05/2011 - 12/2011

- Ensured alignment of programmes with QCTO and SETA standards.
- Managed learnerships, apprenticeships, and skills programmes.
- Oversaw training delivery, moderation, and accreditation compliance.
- Coordinated learner registration, assessments, and certification.
- Maintained accurate records for audits and reporting.
- Built partnerships with employers and SETAs for funding and placements.
- Led accreditation processes and ensured qualified facilitators and assessors.
- Monitored learner performance and implemented improvements.
- Promoted programmes and aligned training with regional skills needs.

Department of Correctional Services - Trainee: HR Practitioner

Pollsmoor

04/2008 - 03/2009

- **HR Leave Office**
- Administered employee leave in line with policy and maintained personnel files.
- Processed transfers, terminations, and housing applications.
- Captured HR data on Persal and Excel and managed correspondence.
- Assisted with grievances, disciplinary cases, and employee relations.
- Managed payroll records, medical aid, travel claims, and garnishee orders.
- Coordinated training programmes, skills audits, and workplace skills plans (WSP).
- Facilitated induction, leadership, and skills development programmes.
- Supported performance management and HRD policy implementation.
- **Investigation Office**
- Registered and tracked all investigation cases and correspondence.
- Served as secretary during disciplinary hearings and recorded minutes.
- Maintained and updated investigation and tape recorder registers.
- **Registration Office**
- Managed mail handling, document processing, photocopying, faxes, and paper shredding.
- Ensured effective communication and record-keeping for all incoming and outgoing documents.

Department of Education - Examination Assistant

11/2003 - 12/2004

LEGISLATIONS ON SAFETY

- Working knowledge of Public Service Act and Regulations.
- Skills Development Levy Act.
- Working knowledge of Public Finance Management ACT (1 of 1999).
- Working knowledge of the occupational injuries and diseases Act No 130 of 1993.
- Working knowledge of service delivery.
- Knowledge of the workplace skills plan.
- Working knowledge of Batho Pele Principles.
- Knowledge of the Human Resource Development strategy for the Public service.
- Knowledge of the Labour Relations Act 66 of 1995.
- Knowledge of the Skills Development Act.
- Working Knowledge of the Basic Conditions of Employment Act.
- Working Knowledge of Employment Equity Act 1998.
- Working knowledge of Archive procedures.
- Knowledge of Job Evaluation and job Description.
- Working Knowledge of Occupational Health & Safety Act.
- Working Knowledge of Labour Relations Act of 2000.

REFERENCES

- Mr S C Mahlaba, Lecturer, University of Johannesburg, 0678917871
- Mr Y Nyungwa, Safety Officer, Public Works, 0828054889
- Ms A N Mini, Lecturer, Walter Sisulu University, 0822025312