

Curriculum Vitae of Princess Moloji

2201 Nkonka Road, Imbali, Unit 2

Pietermaritzburg 3201

(Cell)081 354 9465

princess.moloji9@gmail.com

Summary of Qualifications and Experience

Qualifications.

- Qualification of an Honors Degree in Environmental Management
- Certificate Environmental Management Inspectorate (EMI)
- Safety Management Training Course (SAMTRAC) certificate
- Bachelor of Arts Degree (Geography & Psychology)
- Postgraduate Diploma in Business Management and Marketing

Work Experience

- South African Music Performance Rights Association (SAMPRO) Development Programme, held a position as Consultant (Contract)
- Office manager of SAMRO (South African Music Rights Organisation) at Port Elizabeth satellite office
- Compliance monitoring officer and enforcement at the Department of Agriculture and Environmental Affairs (now called Economic Development Tourism and Environmental Affairs)
- Financial advisor of Old Mutual Group
- Educator at the Department of Higher Education a year contract
- Mineral law officer as an intern at the Department of Mineral Resources
- Environmental officer as an intern in mine environmental management at the Department of Mineral Resources
- Monitoring Officer on a fixed-term Contract at ICASA
- Communications and public relations volunteer at Ulundi Municipality
- Cashier at Makro Retail Store

Personal Details

First name : Princess
Surname : Mloi
Identity Number : 761215 0324 080
Gender : Female
Nationality : South African (Black)
Home Language : isiZulu
Other Languages : isiZulu, South-Sotho, se-Tswana, English, (can read and write: Xhosa and Afrikaans - Limited)
Driver's License : Code 08
Criminal offence : None

Skills and Competencies

- Environmental Management Systems
- Project Management
- Microsoft Office
- Customer Service
- Policy development and review
- Research
- Strategic Planning
- Management and Communication

- **Honors & Awards**
- Certificate for best Volleyball player - St. Augustine Girls' High School
- Certificate of excellence in House Committee (S block) - University of KwaZulu-Natal (Westville Campus)
- Certificate for best customer care - Makro South Africa
- Certificate for best achiever new advisor - Old Mutual South Africa

Education and Qualifications

- 2021** : **Regulatory Exam Certificate (RE5) Financial Sector Conduct Authority**
Institution : **Moonstone**
Modules : Representatives in all categories of FSPs
- 2017** : **BA Honors Environmental Management**
Institution : University of South Africa (UNISA)
Modules : Project Management, Ecological and Social Impact Assessment, Integrated Environmental Management, Conservation Ecology, Environmental Risk Assessment and Management, Impact Mitigation and Management, Research Methodology, Integrated Environmental, Management Systems and Auditing.
- 2011** : **Environmental Management Inspectorate (EMI)**
Institution : University of South Africa: College of Environmental Sciences, Pretoria
Modules : Legal Context for Environmental Management Compliance and Enforcement, Compliance Inspection and Investigation- Industry Enforcement and Prosecution
- 2009** : **Introduction to SAMTRAC**
Institution : National Occupational Health, Safety and Environmental Association (NOSA)
Modules : Applied Safety Health and Environmental Principles, SHE Management System Tool, Hazard Identification and Risk Assessment
- 2003** : **Bachelor of Arts (Geography & Psychology)**
Institution : University of Kwazulu-Natal (**Westville Campus**)
Modules : Environmental Management, Developmental Studies, Human Impact on the Environment, Medical Geography, Third World Cities
- 2004** : **Post-Graduate Program: Business Management and Marketing**
Institution : University of Kwazulu-Natal
Module : Financial Management, Advertising, Marketing Management, Personnel Management, General Management, Entrepreneurship

Employment and Professional Experience

Period **March 2018 to January 2025**
Company **SAMPRA Development Programme**
Position(s) Held **Consultant (Contract)**

Responsibilities:

- Providing service consultancy to SAMPRA
- Trace performers, in Kwazulu-Natal, whose tracks have earned royalties but are not performer members of SAMPRA and sign them up as performer members of SAMPRA.
- Assisting SAMPRA with obtaining ISRCs for their IT systems revamp.
- Trace recording artists, in Kwazulu-Natal, whose tracks have earned royalties, but such tracks are not yet registered with SAMPRA and register such tracks on the SAMPRA member system.
- Manage and oversee the performance of all duties related to the administration of the office (record keeping in terms of correspondence)
- Responsible for the establishment of the SAMPRA office within the KZN region

Period **July 2014 to February 2018**
Company **SAMRO**
Position(s) Held **Office Manager: SAMRO's Port Elizabeth Satellite Office**

Responsibilities:

- Manage and administrate the Port Elizabeth satellite office.
- Organize meetings with Composers and Authors whose royalties are due.
- Responsible for Marketing SAMRO to new markets
- Ensure that Composers and Authors fill in the forms for claiming royalties.
- Update Composers and Authors personal data on behalf of SAMRO.
- Client orientation and customer focus.
- Conduct workshops for the upcoming Composers and Authors.
- Assist client in membership application (SAMRO).
- Trace Composers and Authors information such as contact numbers and email addresses on behalf of SAMRO, for them to notify the works that had earned royalties.

Period January 2011 to June 2014
Company Department of Agriculture and Environmental Affairs
Position(s) Held Compliance Monitoring and Enforcement Officer

Responsibilities:

- Supervise and Manage Environmental Assistant Officers, encourage staff to reach their potential, identify programs for their development to achieve organisational goals, vision and mission, which thus enforce loyalty.
- Conduct workshops and awareness campaigns on environmental issues. Ensure legally correct authorization is in place and is enforceable.
- Ensure compliance with the Environmental Duty of Care, enforce the duty of care in Section 28 of NEMA, which is applicable to every person who causes or may cause significant pollution or degradation of the environment.
- Ensure compliance with the specific Provisions of the SEMA, by monitoring and enforcing compliance with all Provisions in the SEMA's
- Investigate complaints and put corrective measures in place whilst protecting the whistle blowers. Investigate illegal mining and take corrective action.
- Liaise with Department of Mineral Resource in tackling mining issues and advising DMR where there is an overlap on Regulation (NEMA) with the MPRDA.
- Conduct inspections to ensure compliance. Monitor, evaluate and audit projects and facilities.

Period May 2007 to December 2009
Company Old Mutual
Position(s) Held Financial Advisor

Responsibilities:

- Give sound advice to clients, attend to their financial needs and therefore recommend the relevant product to suit their needs.
- Devise a Marketing strategy for the new market. Review of the client's portfolio.
- Conduct presentations, demonstrate to clients the benefits of the product.
- Plan appointments and update client profile.
- Assist the client in the analysis of their personal circumstances. Compile a financial plan to achieve the client's goal.
- Reassess the client's financial plan regularly and advise accordingly.
- Meet the financial targets OYC. Submit business.

Period Jan 2010 - Dec 2010 (1 year Contract)
Company Department of Education: Sandlasenkosi Secondary School
Position(s) Held Educator

Responsibilities:

- Geography Teacher for Grade 9-11 Learners
- Conduct extra classes for Grade 12.
- Plan, develop and organize instructions.
- Prepare course material from textbook and research documents.
- Present subject material. Interpret the study material for students and ensure that they have a clear understanding.
- Manage students conduct. Initiate, facilitate and moderate classroom discussions.
- Evaluate and grade students' class work, assignments and papers. Supervise students' projects. Compile, administer, and grade examinations.
- Advise students on academic and vocational curricular, and on career issues.
- Collaborate with science teachers to address teaching and research issues.
- Maintain student attendance records, grades and other required records

Period January 2005 to June 2005
Company Department of Mineral Resources
Position(s) Held Mineral Law Officer (Intern)

Responsibilities:

- Apply Minerals and Petroleum Resources Development Act (28 of 2002) and regulations in relation to Mining.
- Compile submission of the Mining and or Prospecting Rights to the Minister, for either approval or refusal of the application.
- Compile a status report of applications received, rejected, issued and updates status report for Management meeting.
- Capture Data through Mineral Act System (MINACT) and apply remote sensing technique to interpret and analyze data.
- Respond to complaints from affected parties, provides relevant information, and creates awareness for new miners.

- Organize workshops or Seminars for new and old parties in mining sector.
- Ensure that the applicant has made provision of Social and Labor Plans in their project.
- Receive all the documents and ensure that all necessary documents are provided and adequately explained.
- Emphasize Social and Labor Plans, as this is a pre-requisite for the granting of mining or productions rights according to Regulation 42.
- Ensure that the applicant complies with the Human Resources Development Program, Mine Community Development Plan, Housing and Living Conditions Plan and Employment Equity Plan.
- Respond to phone calls and direct calls to relevant office.
- Write exemptions and closure letters.

Period	July 2005 to December 2006
Company	Department of Mineral Resources
Position(s) Held	Environmental Officer (Intern), Mine Environmental Management

Responsibilities:

- Evaluating the Environmental Management Plan, EIA and Programme report as well as reviewing the Scoping report to ensure compliance with the relevant Acts and compiling Record of Decision.
- Captured data using Minerals Act system and use of Remote sensing technique to interpret and analyse data.
- Liaise with consultants, clients and other organs of state, also involved in the administration work, i.e. opening the file, writing a report and make follow up on the file.
- I have a clear understanding of the Mineral Petroleum Resources Development Act of 28, 2002 and applying Act and regulations related to mining and rehabilitation of environmental management.

Period February 2004 to December 2004
Company ICASA
Position(s) Held Monitoring Officer (Fixed term Contract)

Responsibilities:

- Ascertain the smooth flow of 2004 elections.
- Ensuring that Radio stations comply with Regulations and that Political parties follow the framework in place.
- Broadcasting licensees' coverage of the general elections.
- Monitoring sound (radio) broadcasting licensees' compliance with ICASA rules and regulations pertaining to party election broadcasts (PEB's) and political
- Advertisement (PA's). Assisting complaints officer of ICASA in handling complaints about the broadcasters.

Period January 2003 to January 2004 (1 year 1 month)
Organisation Ulundi Municipality
Position(s) Held: Communications and Public Relations Volunteer

Responsibilities:

- Compiling posters to cover community events as well as Municipalities outreach programme
- Writing and editing the newsletter
- Build positive relationships with stakeholders, media and public
- Work with different community and youth on upliftment programs
- Positively handle and communicate information internally and externally

Period December 1997 to December 1998

Company Makro

Position(s) Held Cashier (Part-time)

Responsibilities:

- Giving excellent customer care.
- Ensuring that the transaction process is as seamless and efficient as possible.
- Scan items, collecting money for the purchased item, counting it and giving back change.
- Cheque verification when the client pays using cheque.
- Handling transactions, providing customer support, and maintaining the checkout area.
- Cash handling, customer interaction, product checkout, and issue resolution.
- Managing long queues, handling difficult customers, and ensuring accuracy in transactions.

REFERENCES

1. Mr Pfanani Lishivha

CEO: SAMPRA

Parktown ; Johannesburg

Mobile: **0823984747/0825571482**

2. Ms Kim Vanheerden

District Director

KZN Economic Development Tourism and Environmental Affairs

Warwick Avenue

Montrose Cascade

Pietermaritzburg

3201

Mobile: **0824617695**

3. Mr V.J Mwelase

Deputy Director: Mineral Law

Department of Mineral Resources

Cape Town

Mobile: **082 465 6086**