

Makhaya Andile Mofu

Home Address 52 Avon Place, Overbaakens Port Elizabeth 6070

Work Number N/A

Cell Number 082 364 1692

E-mail address acemofu@gmail.com

Personal Information

ID Number 6501145290087

Nationality South African

Race African

Gender Male

Driver's License 08

Current Job **Self-employed**

Recent Job

Job Title Training and Development Manager

Location Olifantsfontein; Johannesburg

Job Level Middle Management

Job Type Permanent

Education

School Wongama Senior Secondary School

Highest Grade Grade 12

Year of Completion December 1984

- English
 - Afrikaans
 - Biology
 - Physical Science
 - Mathematics
 - Xhosa
-

Institution Nelson Mandela Metro University

Qualification Management Development Programme Diploma (MDP)

[Financial Management; Self Development; Communication Skills; Economic Overview; Strategic Management; Human Resources; Purchasing & Supply; Stress Management; Labor Relations; Leadership & Teambuilding Operations; Management Strategic Marketing]

Year of Graduation March 2002

Institution North-West University

Qualification Bachelor Degree in Training and Development

[Philosophy of Science; English Scientific Writing; Learner Facilitation; HR Development; Guidance & Counseling; Research Methodology; Training Material Design; Learning system A; Learning System B]

Level NQF Level 6

Year 2009

Institution North-West University

Qualification (Honors) Baccalaureus Education (Training and Development)

[Research project Adult Education in ETD Research project HR Development in ETD]

Level NQF Level 7

Year 2010

Institution Soshanguve College

Qualification N6 Diploma (Telecommunications)

Year of Graduation April 1988

- Power
 - Digital Transmission
 - Digital Switching
 - Measurements
-

Institution Training For Management, Port Elizabeth

Qualification Diploma (Human Resources Management)
[Human Resources Management]

Year of Graduation Jan 1997

Institution Telkom SA Centre for Learning

Qualification Certificate in Facilitation

Year of Graduation 1999

Institution NOSA

Qualification SAMTRAC - Certificate

Year 1999

Institution Langevin Learning Services, SBC - USA

Qualification Instructional Designer/Developer Certificate

Year 1999

Institution Telkom Centre For Learning

Qualification Performance Consultant - HPI

Year 2001

Institution	IEB Assessment Education and Training (PTY) LTD
Qualification	Plan and Conduct Assessment of Learning Outcomes
Level	NQF Level 5

Qualification	Facilitate Learning Using a Variety of Methodologies
Level	NQF Level 5
Year	2005

Institution	University of Delaware; USA
Qualification	International Coaching Enrichment Certificate Program (ICECP)
Level	NQF Level 6
Year	2011

Institution	AIBA (International Amateur Boxing Association; Assisi - Italy)
Qualification	International Coaches Instructor Certificate
Level	NQF Level 5
Year	2013

Employment History

Employer	Telkom SA
Division	Centre For Learning (CFL)
Job Title	Learning and Development Specialist: Research and System Integration.
Description of Duties	<ul style="list-style-type: none">● Facilitation and performance consulting● Needs Analysis

- Compiling and delivering presentations
 - Analysing training needs
 - Maintaining service
 - Assessing learning
 - Attending to customers
 - Building external and internal relationships
 - Advanced language proficiency
 - Written communication
 - Presentation
 - Feedback and insight
-

Employer Telkom SA

Division Centre For Learning (CFL)

Job Title **Instructional Designer/Developer**

Description of Duties

- Produced Products/Services
- Curriculum Design/Developer
- Obtain instructional goals
- Conduct task analysis
- Write performance objectives and develop assessments
- Conduct research and design/source product/service
- Adjust product/service
- Submit to reprographics
- Arrange Train the Trainer
- Maintain product/service
- Receive and analyse requests
- Decide and execute action
- Follow - up and provide feedback
- Alignment of courses with NQF

Employer	Telkom SA
Division	TNS - Switching
Job Title	Section Head/Supervisor
Description of Duties	<ul style="list-style-type: none"> ● People Management <ul style="list-style-type: none"> ◆ Determine staff requirements for operational and auxiliary personnel ◆ Develop operational and auxiliary personnel ◆ Handle general administration ● Finances <ul style="list-style-type: none"> ◆ Draw up and control budget of the section ◆ Approve expenditure and purchases of the section ◆ Analyse financial reports and take remedial actions ● Resources <ul style="list-style-type: none"> ◆ Determine requirements for vehicles, material, equipment and accommodation. ◆ Control utilisation of vehicles, material, equipment and accommodation. ◆ Keep abreast of applicable developments and ensure that employees are informed. ● Production and Quality Management <ul style="list-style-type: none"> ◆ Control production and maintenance goals. ◆ Implement Total Quality Management principles in the section. ● Communication <ul style="list-style-type: none"> ◆ Monitor all liaison with internal and external customers ● Ensure sound communication with employees and management.
Computer Literacy	<ul style="list-style-type: none"> ● Group-wise End User/E-mail ● Microsoft Internet Explorer 4.0 Fundamentals ● Microsoft Word 97: Proficient User ● Microsoft Excel 97: Proficient User ● Microsoft Power Point ● Visio-Professional ● Microsoft Windows 98, 2000 ● Designer Edge ● Persal Management ● SAP

References

Name Vernon Carolissen
Position Training and Development Manager - Vodafone
Phone Number 082 998 0337

Name Mr Gideon Sam
Position President: SASCO
Phone Number 082 331 0009

Name Mr Bafundi Makhubalo
Position Senior Manager: Department of Sports, Arts and Culture – Eastern Cape
Phone Number 082 459 1516

Name Mr Hermann Terblanche
Position Manager: Eastern Academy of Sport
Phone Number 082 774 4367

Name Miss Ntambi Ravele
Position Chairman: Boxing South Africa
Phone Number 082 994 0261
