

# CURRICULUM VITAE

## MALOSE THOLE [MR.]

### PHYSICAL AND POSTAL ADDRESS

462 Agulhas Avenue

**BRIDGETOWN**

2188

**Contact details:** 011 628 5079 (h)  
086 640 8600 (f)  
082 389 8840 (cell)

**E-mail address:** [maloset@etdpseta.org.za](mailto:maloset@etdpseta.org.za)

### PERSONAL DETAILS

Birth date: 25-08-1970

Place of birth: Bakenberg, Limpopo Province

Drivers' licence: Code 10 [C1] [own transport]

Citizenship: South African

### ACADEMIC RECORD

#### **BA Honours in Behavioural Sciences [1999]**

University of Limpopo, Turfloop Campus

Specialization: **Clinical Psychology**

Others: Research Methodology plus a compulsory mini dissertation, Psychometrics, Abnormal Psychology, **Community & Developmental Psychology**, and Neuropsychology

#### **BA in Behavioural and Social Sciences [1995]**

University of Limpopo, Turfloop Campus

**Majors:** **Psychology III**

**Curriculum:** Psychopathology [disordered behaviour modification]; Psychophysiological Psychology; Research Psychology and Statistical analysis; Developmental Psychology; **Community & Social Psychology** [Social interaction];

#### **Sociology III**

**Curriculum:** Introduction to Sociological Theories; Sociological Research; **Demography**; Industrial Sociology; Group Dynamics; Social Movements & developing countries;

**Minor courses:** **Social Work I**, Political Science I, Criminology I, English I, & **Anthropology I**

#### **Higher Certificate in Project Management [2001]**

Damelin Management College, Polokwane Branch

## **Workplace based learning Skills Development Programme [2006]**

The programme introduced the learners to the following key processes:

- Providing skills development information and advise [learnerships, skills programmes, NQF, SSP, NSDS, unit standards, etc];
- Promoting learning culture;
- Conducting training needs and skills gap analysis;
- Developing an organisational training and developmental plans;
- Coordinate planned skills development activities;
- Monitoring implementation of training and development;
- Conducting skills development administration [e.g. compilation of monthly training statistics, records, reports, WSP, ATR, discretionary grants application and claims];
- Advising on the establishment and implementation of Quality Management Systems [QMS] for skills development;

## **Course in Marketing Research [2005]**

Bureau of Market Research (BMR), University of South Africa (UNISA),  
Main campus

### **Module 1: Marketing Research: Data Collection [CRMR03J]**

#### **Topics covered included:**

Secondary research data collection methods;

Primary data collection methods

- Observation research;
- Interviewer-administrated primary data collection;
- Self-administrated primary data collection;
- Computer-aided methods primary data collection;
- Experimentation primary data collection;

Survey design [questionnaire design, sampling methods];

Fieldwork [fieldwork management and administration];

### **Module 2: Marketing Research: Data Analysis [CRMR04K]**

#### **Topics covered included:**

Data capturing

- Data editing, coding and capturing;
- Data preparation;

Analysis of secondary research data

Analysis of primary research data

- Descriptive analysis;
- Inferential analysis: Estimation of population parameters; hypothesis & significance testing; and multivariate analysis;

Constructing tables and figures;

Presentation of survey results [interpretation and reporting results];

Market potential and forecasting;

## **WORK HISTORY**

### **RESEARCH EVALUATOR**

Research Planning and Information Management Division: ETDP SETA  
[1<sup>st</sup> January 2004 to date]

**Supervisor:** Dr More Chakane [011 628 5202]

#### **KEY PERFORMANCE AREAS:**

The purpose of the job:

- ❑ Designing data entry templates using **SPSS for Windows**;
- ❑ Training data entry personnel;
- ❑ Provide technical assistance to data entry personnel;
- ❑ Supervising data entry activities and overseeing data cleaning;
- ❑ Perform basic statistical analysis (e.g. frequencies, crosstabs, etc) and data interpretation;
- ❑ Assist with refining & pre-testing of data collection instruments;
- ❑ Assist in the compilation, communication, presentation and dissemination of WSP/ATRs analysis reports and other research reports;
- ❑ Evaluation of all ETDP SETA projects to determine baseline entry and impact;
- ❑ To design questionnaires, reporting formats or templates (WSP/ATRs) and guidelines;

### **EMPLOYMENT SERVICE PRACTITIONER 2 (ESP II)**

**Employment & Skills Development Services [ESDS] Division:**

Department of Labour [Polokwane Regional Office], 99 Landros Mare Street,  
Polokwane, Limpopo Province [3<sup>rd</sup> December 2001 to 31<sup>st</sup> December 2003]  
[Reason for resignation: Career and professional progression]

**Supervisor:** Seema Harmse [015 290 1656]

#### **KEY PERFORMANCE AREAS:**

- ❑ Liaised with registration services on jobseekers information;
- ❑ Implemented the Skills Development Funding Window (SDFW) of the National Skills Fund (NSF) at the Labour Center level;
- ❑ Verification of community-based projects;
- ❑ Verification, evaluation and quality assurance of training providers;
- ❑ Monitoring and evaluation of training provided for quality assurance;
- ❑ Verification of placement for the trainees (and compilation of statistics);
- ❑ Networked with external stakeholders regarding skills development issues;
- ❑ Supported skills development and placement for the unemployed (through offering of life skills, bursary assessment, counselling, etc);
- ❑ Implemented Social Plan services at the Labour Center and provincially;
- ❑ Coordinated and conducted recruitment and selection services for learners to enter learnerships in the province;
- ❑ Advised the Department of Home Affairs (DoHA) and employers on work permit applications for cross-border migrant labour;
- ❑ Evaluated and quality assured Private Employment Agencies (PEAs);
- ❑ Updated and implemented the Provincial Skills Plan [PSP] and the Provincial Implementation Plan [PIP];

## **RESEARCH ASSISTANT**

Department of Mathematics, Science and Technology Education, **School of Education**, University of Limpopo, Turfloop Campus, Limpopo; [15<sup>th</sup> March to 30<sup>th</sup> November 2001] [Fixed term appointment];

And;

Department of Psychology, **School of Social Sciences** [20<sup>th</sup> February 1998 to 10<sup>th</sup> March 2001] [Fixed term appointment];

**Supervisors:** Professors: Rudi Laugksch, Karl Peltzer and Sylvester Madu

### **KEY PERFORMANCE AREAS:**

- ❑ Research planning and preparation: Preparation of research proposal, and conducting literature reviews;
- ❑ Data collection [and fieldwork supervision on an adhoc basis]: Designing and piloting of data collection instruments and tools [questionnaire, interview schedule, etc], conducting secondary [or desktop] and primary social research [interviews, focus groups, questionnaire administration, classroom observations, video recording, etc] vis-à-vis departmental projects [e.g. HIV/AIDS and STIs, taboos, traditional use of snuff, teenage pregnancy, child abuse, victims of crime, infertility, etc];
- ❑ Data processing: Data preparation [coding], capturing, and cleaning;
- ❑ Data analysis using **SPSS** for Windows and report writing;
- ❑ Transcribing and translation of interview notes;
- ❑ Transcribing and translation voice recordings of interviews and focus groups;
- ❑ Scanning and management of documents and reports;

### **KNOWLEDGE, SKILLS AND COMPETENCIES**

- ❑ Knowledge of the skills development legislations, processes, implementation tools and related legislations [SDA, SDLA, NSDS, EEA];
- ❑ Knowledge of the Public Finance Management Act, The Financial Services Charter, The Preferential Procurement Policy Framework Act;
- ❑ Knowledge of research methodology;
- ❑ Qualitative and quantitative research skills;
- ❑ Data interpretation;
- ❑ Excellent analytical skills;
- ❑ Good presentation skills and report writing;
- ❑ Data analysis skills;
- ❑ Excellent interpersonal and communication skills;
- ❑ Computer proficiency in Ms Office and SPSS for Windows;
- ❑ Supervisory skills;
- ❑ Project management skills;

### **RELEVANT COMPUTER EXPERIENCE**

- ❑ Microsoft Word 2000;
- ❑ Microsoft Excel 2000;
- ❑ Microsoft Access 2000;
- ❑ Microsoft PowerPoint 2000;
- ❑ Internet explorer;
- ❑ Microsoft Outlook [E-mail system];
- ❑ **SPSS** for Windows [statistical data analysis];

## **PROFESSIONAL REFERENCES**

**Ms. Valencia Mojapelo: Assistant Manager**

**Employment and Skills Development Services [ESDS]**

Provincial Department of Labour, 42<sup>A</sup> Schoeman Street, Polokwane  
P/Bag X 9368, Polokwane, 0700

Telephone no. 015 290 1655

Fax no. 015 290 1740

Cell number: 084 951 1500

E-mail: [Valencia.Mojapelo@labour.gov.za](mailto:Valencia.Mojapelo@labour.gov.za)

**Ms. Machwene Molomo**

**Electrification Programme: Policy Development, Administration,  
Monitoring and Evaluation**

Department of Minerals and Energy, Mineralia Centre  
Corner 234 Visagie and 391 Andries street

Private bag X59

Pretoria, 0001

Telephone no. 072 444 9085

E-mail: [corney09@yahoo.com](mailto:corney09@yahoo.com)

**Ms. Tiny Modishane: The Manager**

**Employment and Skills Development Services [ESDS]**

Provincial Department of Labour, Markstead Building,  
Corner Pniel and Compound Streets, Kimberly  
P/Bag X 5012, Kimberly, Northern Cape, 8300

Telephone no. 053 838 1545

Cell number: 072 253 3588