

## Curriculum vitae

First name : Setjie Johannes  
Surname : Morukhu  
Date of birth : 26/12/1975  
Gender : Male  
Nationality : South African  
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## Professional experience

1. Organization: **HWSETA**  
Position: Contract Skills Development Facilitator (SDF)  
Responsibilities: Development, compilation and submission of WSP/ATR for SMME's. Collect skills data for the workplace Skills Plan (WSP). Matching the skills training with the organizational scope of work. Doing the skills audit and skills analysis. Align skills training to fit in the National Qualification Framework(NQF) in terms of the Unit standard. Claiming the levies on behalf of SMME's. Monitoring of training. (Still a contracted SDF)  
Experience: 08/10/2003-date
2. Organisation: **Road Accident Fund (RAF)**  
Position: Administrative assistant  
Responsibilities: Working on Ms excel and Ms Word. Filing. Data capturing. In the stakeholder department. Checking if the accident claims have been paid. Making follow-up with claimants on insufficient documents to lodge a claim.  
Experience: April-May 2005
3. Organization: **The Event Core/ITE-SA**  
Position: Administrative assistant  
Responsibilities: Office administration in the congress manager's office/secretariat office (ITE-SA). Meeting, greeting & guiding delegates. Providing event related information. Dealing with congress queries. Ushering delegates to the meeting rooms. Providing and preparing conference documents to the delegates.

Experience: September-October 2005

4. Organisation: **Kopano Ke Matla Investment Company Pty (ltd)/Kopano skills Development Institute (KSDI)**

Position: SDF/Learnership Project administrator

Responsibilities: Operate as a lead employer to wrap up the Learnership project (Project management learnership, Office administration, Marketing and sales). Administrator for the Learnership projects. Deal with learner queries. Drafting progress reports to the Service SETA. Monitor the process of assessment of learners. Place the learners in different organization to get workplace experience. Check with host employers if the learners are getting their learnership allowance. Scrutinize the training reports from the service providers. Liaise with the ETQA of service SETA regarding the final summative assessment. Liaise with chamber managers and co-coordinators regarding learners to be certificated. Submitting the invoices to the Service SETA in terms of the service level agreement (SLA). Serve as a link between host employers, service providers and the Service SETA. Draft proposals for the incoming learnership projects relating to scarce and critical skills. Serve as an expert in skills development matters. Recruit and reskilling the unemployed graduates from SAGDA (South African Graduates Development Association) on the Learnership.

Experience: February 2006-date

5. Organisation: **Gidani Pty Ltd/Ingikwazi Field Marketing**

Position: Train the Trainer and Accredited Lottery terminal Trainer

Responsibilities: Doing presentations using power point slides. Be able to train/facilitate and manage 30 learners in a training venue. National Lottery operator trainer. National Lottery terminal Trainer. Identifying training venues. Setting up the training venues. Checking the retailer applications. Checking compliance with the retailer in terms of their contracts. Field work collecting retailer applications. Become user friendly with Intralot soft ware for the National lottery. Training the Gidani employees from the head office to the regional offices. Training of Gidani call centre under CCN. Did mop-up training for those who did not attend at their work place.

Experience: With effect from January 2007 until the Launch on the 1<sup>st</sup> April 2007. (Still awaiting the operator license from the Minister of trade and industry.)

6. Organisation: **Wholesale & Retail Seta(W&Rseta)**  
 Position: Independent Skills Development Facilitator-ISDF  
 Responsibilities: Provide small Wholesale and Retail businesses (businesses with less than 50 employees) with information, guidance and advice on Skills Development matters and by completing and submitting their Workplace Skills Plan(WSP) and Annual Training Report(ATR). Accurately capture the document on the SETA Management System (SMS).Ensuring that WSP/ATR documents meet the requirements and are approved by the W&RSETA. Obtain updated company information.

Experience: 02 May 2007-30 September 2007

### Summary of Qualifications

Institution: University of the North  
 Degree obtained B.Admin  
 Majors: Political science  
 Public administration  
 Year obtained 12 April 2002

### Other education and training

1. Service provider: **The Skills Framework**  
 Skills programme Skills Development Facilitator (SDF)  
 Accreditation Number: ETDP-581-PA-060502-F0021  
 Year: 7-8 May 2003

2. Service provider: **SESTO**  
 Skills programme Care for customer  
 Unit standard: 8600-NQF 4(3 Credits)  
 ETQA: THETA (Tourism, Hospitality & Sports Education and Training Authority)  
 Year: 12/09/2005-02/10/2005

3. Service provider: **SESTO**  
 Skills programme: Operate in the national & international event industry  
 Unit standard: 8606-NQF 4(3 Credits)  
 ETQA: THETA  
 Year: 12/09/2005-02/10/2005

4. Service provider:  
National certificate:  
Unit standard:

**Edutel Skills Development**  
SDF (Skills Development Facilitator) NQF 5

- 15221 @ NQF 5(4 Credits) Promote a learning culture in an organization.
- 15228 @ NQF 5(10 Credits) Provide information and advice regarding Skills development and related issues.
- 15227 @ NQF 4(4 Credits) Co-ordinate planned skills development interventions in an organization.
- 15217 @ NQF 5(6 Credits) Develop an organizational training and development plan.
- 15222 @ NQF 5(3 Credits) Advise on the establishment and implementation of a quality management system for skills development practices in an organization.
- 15232 @ NQF 5 (6 Credits) Conduct skills development administration in an organization. Knowledge test 83% (Submitted POE-Portfolio of Evidence)

Year: 18-20/01/2006(Awaiting the outcomes of POE)

5. Service Provider:  
Certificate:  
Year:

**Ingikwazi Field Marketing**  
Train the Trainer  
22 January-16 February 2007

## Education

Last school attended	Manoe Secondary School
Highest standard passed	Grade 12(with university exemption)
Year obtained	1994

## Skills and Knowledge

Computer literacy (Ms Word, Ms excel, Ms Outlook, Internet), SETA system, Presentation, Facilitation, Organizational, Administrative, SDA, SDLA, SAQA-(NQF), BCEA, EEA, LRA etc.

- 19/07/2006 Continuous Professional Education(CPE)-Labour Law for non Lawyers: Offered by Webber Wentzel Bowens Law firm
- 29/08/2006 Continuous Professional Development(CPD)\_ The role of the skills

development facilitator: Offered by Thrive Learning  
Facilitation

## Achievements

2000/01 SASVO Deputy Secretary  
2000 Community development project (developer)  
2001 Street Law/DFA Human Rights Education (advisor)  
2001 Reconstruction and community development project (developer)  
2005 18<sup>th</sup> World Petroleum Congress-South Africa (**18<sup>th</sup> WPC**)  
2005 1<sup>st</sup> Southern African International Oil and Gas Exhibition-**SAIOGE**

## Reference

1. Contact Person: Tammy Benefeldt  
Position: Administration Manager  
Company: Kopano Ke Matla Investment Company (Pty) Ltd.  
Contact No: 011 684 1112  
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2. Contact Person: Heidi Forbes  
Position: WSP Manager  
Company: HWSETA  
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3. Contact Person: Shumani Nengovhela  
Position: Claims Assistant  
Company: RAF  
Contact: 011 223 0245/084 356 9738  
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4. Contact Person: Thabiso Matsimela  
Position: Sun defender  
Company: Daily Sun  
Contact No: 083 229 6075  
E-mail: [tmatsiks@yahoo.com](mailto:tmatsiks@yahoo.com)

5. Contact Person: Yvette Kandapoulous  
Position: Operational Manager  
Company: Ngikwazi Field Marketing  
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