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## REFILWE LEKGOHOANE

Full Names: **Eldrina Mosima Refilwe Lekgothoane**

Date of birth:

Identity Number:

Gender: **Female**

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### Objective

Secure an environment that would provide platform to fully utilize my knowledge and skills, while making a significant contribution to the development of the disadvantaged, especially young people

### Experience

2018-Present

**National Youth Development  
Agency**

**Sandton,  
Johannesburg**

#### **Outreach Officer**

#### Main Responsibilities

- Coordination and Implementation of outreach activities
  - ✓ Support special programs of all stakeholders (government, NGO, Private Sector, etc.)
  - ✓ Ensure adequate participation on national, provincial and local events
  - ✓ Ensure maintenance of the mobile YAC is conducted timeously
  - ✓ Conduct assessments on young people and perform case management and do proper referrals
  - ✓ Provide information to young people on all NYDA products and services
- Stakeholder Engagements
  - ✓ Identify key outreach programmers and lobby for both internal and external support
  - ✓ Attend to external stakeholder's invite for joint outreach programmers

- ✓ Have a well-grounded general knowledge of any aspects involving youth livelihood
- ✓ Organize and conduct information dissemination through outreach where necessary, handle walk-ins appropriately
- ✓ Provide support to Head Office events
- Self-Management
  - ✓ Generate accurate reports of all the clients you have attended to and indicate the course of action you took
  - ✓ Ensure outreach reports are completed
  - ✓ Screen and provide advice on all applications to be processed by the Programme Managers/ Officers
  - ✓ Ensure safe keeping of marketing material (*Banners*)
  - ✓ Ensure availability of marketing material (*brochures*)
- Photography
  - ✓ Responsible for taking pictures of Executive Chairperson and NYDA senior officials
  - ✓ Maintain a digital portfolio to demonstrate work
  - ✓ Ensuring that the pictures depicting the Agency work is uploaded on Social Media

**African National Congress  
Youth League**

**2017-Present** **Johannesburg**

**Communications Manager**

Main Responsibilities

- Managing all social media accounts, assist with administrative work
- Overseeing all internal and external communications
- Ensuring consistency and engaging Provinces
- Preparing detailed media reports, press releases
- Responsible for overall marketing

**Queendom Solutions (ANC  
Gauteng Communications)**

**2016-2018** **Johannesburg**

**Media Officer & Photographer and Liaison Officer**

Main Responsibilities

- Taking pictures for the ANC in Gauteng and all its leagues
- Liaising with all regions and the leagues on a day to day basis
- Developing and fostering relationships

- Providing technical assistance to projects, coordination, monitoring and reporting of regions and leagues

**Education 2020-**

**University of South Africa  
(UNISA)**

**Tshwane**

**1st Year BA Communications Science ( Registration not finalized)**  
Modules

- BA Communications Science

**2005**

**Tshwane University of Technology Tshwane**

**National diploma in Sports Management (Incomplete - 1<sup>st</sup> & 2nd year)**

Modules

- Sport Management
- Sport and Physical Recreational Studies
- Public Relations
- End-User Computing
- Marketing
- Personal Selling and
- Consumer Behavior

**2004**

**Iona Convent School**

**Tshwane**

**National Senior Certificate**

**Skills**

Computer skills, Communication (verbal & written), Problem solving, Planning, Organized, Time Management, Leadership

**Interests**

Politics, reading books, organizing events, listen to music

**References**

- Mr Tshediso Dassie  
NYDA Company Secretary
- Ms Sixolisiwe Ngele  
Former Supervisor: Queendom Solutions

- **Mr Pupuru Motebejane**  
NEHAWU Administrator - Tshwane University of Technology
  
- **Mr Bushy Moloi**  
Former Financial Manager and Head Coach - Thuthuka Sports Academy
  
- **Mr Teboho Joala**  
Former Spokesperson-African National Congress Tshwane Region
  
- **Ms Joyce Tsipa**  
Former National Deputy Chairperson of Young Communist League SA