

# AVELA MJAJUBANA

Occupation	
Age	
Gender	
Nationality	
Ethnic Group	Black
Language	English, Xhosa, IsiZulu
Driver's License	Code 10 - Own Vehicle
Current Employer	Department of Public Service and Administration
Availability	

### Contact Details

Cell phone	
Tel	
Email	
Residential Location	South Africa, 6001

### Profile

A Community Outreach Officer in the Minister's office (Department of Public and administration) and leader in a national office of the recognized student movement (SASCO). With proven 7 years of leading in student politics; tertiary institution's administrative and leadership functions. Experience in analysing, preparing and reviewing of policies. Proven working experience in Community Outreach. Currently serving as a Board Member for the Eastern Cape provincial education advisory council. Held political positions as Secretary General and National President portfolio with recognized Tertiary Institution political organisations. Highly articulate, confident, with team working skills. Able to motivate and achieve exceptional results. Consistently works to the highest professional standards and thrives when working as part of a cohesive team to deliver projects that yield multiple organisation benefits. Currently seeking to serve in portfolios that will enable me to initiate and grow my currently acquired knowledge and skills, for the benefit of students, youth of South Africa and neighbouring countries.

### Education

2019	Durban University of Technology <b>Master of Technology in Health Science</b>
2018	University of Johannesburg <b>Advanced Certificate in Municipal Governance</b>
2013	Durban University of Technology <b>Bachelor of Technology Nursing Science</b>
2009	Ndamase Senior Secondary School <b>Grade 12 (Matric)</b>

### Currently applied for (2020)

- PhD in Mental Health – University of Pretoria

### Professional Certifications / Registrations / Memberships

- Board Member of Eastern Cape Education Advisory Council

### Computer Skills

- Microsoft Office 2000 - Word, Excel, PowerPoint, Ms Access

### Areas of Expertise

- Strategic Planning
- Community Engagement
- Organisational Development
- Conflict Resolution / Management
- Leadership Skills
- Stakeholder Engagement and Liaison
- Public Speaking / Strategic Communication
- Business Acumen

- Negotiating Skills
- Report writing

### Career History

#### 1. JULY 2019– PRESENT

##### National Department of Public Service and Administration

##### Functions Community Outreach Officer

##### Responsibilities:

- Produce and develop a Community Outreach plan for the Minister
- Formulate strategic priorities for Community Outreach program annually for the Minister
- Formulate a Stakeholder Relations Map and the programme for the Minister
- Liaison focal point for public citizenry and community related public service delivery for the Minister
- Coordinate the Minister's Political Projects and Constituency work in line with the Minister's priority focus
- To develop community development intelligence framework for service delivery, early warning signs or indicators for the Ministers to respond proactively
- To create a link with CDWs; CBOs and NGOs and other youth related structures to detect service delivery problems on the ground
- Research, plan and evaluate projects
- Assist in strategic planning of projects

##### Reason for wanting to leave

- Seeking further growth in career

#### 2. DECEMBER 2017 – PRESENT

##### South African Students Congress (SASCO)

##### National President

##### Responsibilities:

- Serving as a Chief Executive Officer of the organization on a national scale
- Managing an office of seventeen members
- Serving as a presiding officer in all national meetings
- To organise and coordinate students to work towards the transformation of education
- To organise students to play a meaningful role in the transformation of South African Society, the Southern African Region, the African Continent and the International Community
- Serving as a bank signatory
- Oversee the policies and functions of SASCO in alignment with the organization's principles and objectives
- Review the risk management processes of the organization
- Ensure organisational control and programmes of SASCO shall rest in the SASCO membership and structures in accordance with its constitution
- Liaise with leadership operating at National, Provincial, Regional and Branch level
- Ensuring the principles of SASCO shall at all times guide its deliberations including its policies, campaigns and operations and processes
- Identify and analyse causes of uneconomic and inefficient practices with the organisation
- Promote unity, patriotism and the spirit of internationalism amongst students
- Carry out any other authorised SASCO mandate
- Increased levels of networks with relevant stakeholders to better assist in fundraising for the organisation
- Responsible for the reputation and public relations of the organisation
- Act as a spokesperson of the organisation
- Submit proposals or and statements on any matter that affects the organisation, students and society in general
- Engage in constructive criticism and self-criticism
- Actively participate in the designated activities of the organisation
- Carry out decisions, duties and directives with diligence
- Perform conflict mediation and resolution within the organisation

##### Achievements

- Instil discipline within the organisation
- Increased membership
- Built a strong campaigning organization
- Advocated for students interests across the country
- Lead a Gender-based campaign
- Drafted a campaign manual of SASCO
- Led the national free education campaign

##### Reason for leaving

- Completed serving term

<b>3. APRIL 2016 – JULY 2018</b>
<b>South African Union of Students</b>
<b><u>National President</u></b>
<b>Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Chief Executive Officer of the organisation</li> <li>• Serving as an account officer of SAUS</li> <li>• Develop, enforce and reevaluate organisational policies and procedures</li> <li>• Preside over all National Executive Council meetings</li> <li>• Represent SAUS as an organisation in all engagements</li> <li>• Oversee all channels of communications</li> </ul>
<b>Achievements</b>
<ul style="list-style-type: none"> <li>• Improved visibility of SAUS</li> <li>• Improved engagements of SAUS with the students</li> <li>• Improved integrity of the Union</li> <li>• Positioned the union as an alternative voice of the students</li> <li>• United Students and youth formation and strategic engagements</li> <li>• Championed the free education call, and it was successfully implemented by the Government</li> <li>• Championed Student accommodation issue, many institutions increased the capacity of accommodation intake</li> <li>• Lead HIV and AIDS campaigns with HEAIDS</li> </ul>
<b>Reason for leaving</b>
<ul style="list-style-type: none"> <li>• Completion of serving term</li> </ul>
<b>4. MARCH 2014 – FEBRUARY 2015</b>
<b>KZN Department of Health – Town Hill Hospital</b>
<b><u>Professional Nurse</u></b>
<b>Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Manage the unit with a staff complement of 10 and a maximum of 25 patients</li> <li>• Allocate tasks to junior staff</li> <li>• Attend meetings on behalf of the ward</li> <li>• Research new cases</li> <li>• Collaborate with physicians and multidisciplinary team members</li> <li>• Provide physical and psychological support to patients</li> <li>• Ensure harmonious environment in the workplace</li> <li>• Provide healthcare education</li> <li>• Administer medication</li> <li>• Keep records</li> </ul>
<b>Reason for leaving</b>
<ul style="list-style-type: none"> <li>• Contract with limited duration</li> </ul>
<b>5. FEBRUARY 2014 – NOVEMBER 2014</b>
<b>Durban University of Technology</b>
<b><u>SRC Administrator</u></b>
<b>Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Plan, organise and administer activities of the SRC</li> <li>• Recommend the organisation structure and staffing that complement my duties</li> <li>• Establish and maintain an organisational climate that encourages the development of the SRC</li> <li>• Maintain effective relations with faculties and students</li> </ul>
<b>Achievements</b>
<ul style="list-style-type: none"> <li>• Managed an efficient administrative function that yielded good results for the office</li> </ul>
<b>Reason for leaving</b>
<ul style="list-style-type: none"> <li>• Contract with limited duration</li> </ul>

**6. | OCTOBER 2012 – NOVEMBER 2013**

**Durban University of Technology**

**Durban University of Technology Council Member**

**Responsibilities:**

- Attend council meetings
- Setting and interpreting rules governing Durban University of Technology
- Directing the enforcement of Council decision by University management
- Appointing of administrative personnel
- Appointing members of Senate, Institutional forms and student services boards
- Protecting the welfare of the institution

**Reason for leaving**

- Completed the serving term

**7. | JANUARY 2012 – DECEMBER 2013**

**Durban University of Technology**

**SRC Secretary General**

**Responsibilities:**

- Plan, organise and administer communication
- Ensure meetings are effectively organized and minutes are taken
- Upholding the legal requirements of governing documents
- Ensure effective communication and correspondence

**Reason for leaving**

- Completed the serving term

**Professional Strengths**

- Interpersonal & communication skills
- Intellectual skills
- Critical thinking
- Commitment, excellence and self-confident
- Focused and relationship building.

Health Sciences Durban University of  
Technology  
iASCO

University of South Africa