

148

Ms. Neliswa Nobatana  
Committee Secretary  
Joint Sub-Committee Portfolio Committee on Women, Youth and Persons with  
Disabilities and the Select Committee on Health and Social Services  
3<sup>rd</sup> Floor, 90 Plein Street  
Cape Town 8001  
**VIA EMAIL:** [nydavacancies@parliament.gov.za](mailto:nydavacancies@parliament.gov.za)  
**CC:** [nnobatana@parliament.gov.za](mailto:nnobatana@parliament.gov.za)

Dear Ms. Nobatana,

**RE: APPOINTMENT OF BOARD MEMBERS TO THE NATIONAL YOUTH  
DEVELOPMENT AGENCY**

Please find enclosed the following for the above position.

1. Full details of the Nominator and Nomination Letter
2. Comprehensive Curriculum Vitae of the Nominee
3. Certified copy of the Identity Document of the Nominee
4. Educational Qualifications of the Nominee
5. Registration with Professional Bodies of the Nominee
6. Signed Acceptance Letter from the Nominee
7. Completed Questionnaire for Candidates
8. Additional Reference Letter

If you have any queries, please contact

Regards



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Ms. Nina Sen Singh  
Education, Training and Development Practitioner

# CURRICULU

# OF NINA SEN SINGH

## DETAILS

**Surname:**  
**First Names:**  
**Gender:**  
**ID Number:**  
**Address:** ad, Glenwood, Durban, 4001  
**Cellphone Number:**  
**Email Address:** il.com  
**Date of Birth:**  
**Nationality:**  
**Driver's License:**

## EDUCATION

**New York University - College of Arts and Sciences** New York, United States  
Bachelor of Arts (Major: Psychology, Minor: Africana Studies) (Sep 2012 - May 2015)  
GPA: 3.39/4.0

**American Embassy School** New Delhi, India  
International Baccalaureate Certificates (Sep 2007 - May 2011)  
Higher Level English, Higher Level History of the Americas; Standard Level Spanish, Standard  
Level Environmental Systems and Societies, Standard Level Mathematics

## OTHER COURSES

- 59097 – Further Education and Training Certificate: Real Estate: Level 04
- 115753 – Conduct outcomes-based assessment
- 117871 – Facilitate learning using a variety of given methodologies
- 120383, 120385 – Project Management Skills Programme

## PROFESSIONAL MEMBERSHIP

- Institute of Estate Agents of South Africa (IEASA)
- Institute of Directors South Africa (IoDSA)
- Registered Assessor with the ETDP SETA (Registration Number: F01/585/ASR002550)

## EXPERIENCE

### **Sensys Training**

*Director*

*Programme Manager*

*Training and Development Coordinator*

Durban, South Africa

*(Jan 2019 – Present)*

*(Jan 2018 – Dec 2018)*

*(Jan 2017 – Jan 2018)*

- Updated company's Quality Management System (QMS) Manual, including all annexures.
- Researched and developed policies and procedures to be included in the QMS, including but not limited to, Strategic Management Policy & Procedure, Financial Management Policy & Procedure, Work Site Management Policy & Procedure, Credit Accumulation and Transfer (CAT) Policy.
- Developed accredited training course curriculums, which included programme strategies, assessment strategies, moderation strategies, alignment matrices, and notional hour compliance matrices.
- Developed accredited training course materials, including a Learner Guide, a Learner Portfolio Guide, an Assessor Guide, a Facilitator Guide, a Moderator Guide, and associated resources.
- Developed non-accredited training course materials, including a Learner Guide, Activities Guide, a Facilitator Guide and associated resources.
- Developed administrative documents, including but not limited to, Service Level Agreements, Booking Forms, Evaluation and Feedback Documents.
- Recruited and mentored two paid marketing interns, and engaged the interns in activities including, but not limited to, practical workshops, administrative tasks, developing a market plan and budget, and drafting social media posts for the organisation social media accounts.
- Assisted in the assessing and moderating of learner portfolios by sourcing an assessor and moderator, acquiring quotations, and submitting relevant documentation.
- Uploaded learners onto the National Learner Registration Database (NLRD) through utilising the NetSys Learner Management System.
- Liaised with officials at the Local Government Sector Education and Training Authority (LGSETA) and Services Sector Education and Training Authority (SSETA).
- Submitted a Mandatory Grant Application, which entailed the development of a Workplace Skills Programme (WSP).
- Utilised the SSETA Learner Management System in order to source assessors and moderators, and submit the WSP.
- Coordinated the sessions for the Project Management Skills Programme with learners and the facilitator
- Created a database of registered assessors and moderators for the accredited courses
- Compiled and completed applications for governmental tenders
- Oversaw learner submission of portfolios of evidence
- Conducted training with staff, including but not limited to, comprehensive training in Microsoft Excel, how to write minutes, and how to prepare for a meeting.
- Compiled marketing materials for a Career Exposition exhibit, including but not limited to, brochures, and course information sheets
- Discussed the training company with over 200 students, parents, and teachers
- Enrolled 350 students onto the learner database

### **Property.CoZa**

*Property Consultant Intern*

Durban, South Africa

*(Sep 2017 – Dec 2019)*

- Listed property information on the internal online management system
- Cold-called prospective sellers and delivered proposals to sellers to convince them to list their property with Property.CoZa
- Prepared marketing proposals to deliver to prospective sellers
- Prepared marketing materials such as brochures, holiday campaigns, social media content
- Scheduled and managed appointments to show homes to prospective buyers
- Planned and implemented a show day, including but not limited to the creation of show house brochures, and marketing the show day using online portals

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- Utilised comparative market tools, such as Lightstone and Comparative Market Analysis to prepare marketing proposals
  - Met and counselled prospective sellers on selling and marketing their properties
  - Attended internal training sessions, including but not limited to sessions on bonds, financial services, conveyancing, and deeds of sale
  - Attended weekly sales meetings with sales manager and other full-status and candidate agents of the office
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**Women in Planning SA (WiPSA)**  
**Social Media Coordinator**

Durban, South Africa  
(Aug 2016 – Dec 2019)

- Established and maintained the LinkedIn company page and Facebook company page
  - Created a weekly series aimed at educating the public about women in history who contributed toward the urban planning, architecture, engineering and spatial development fields
  - Published and maintained the organisation's website
  - Assisted in the initial design of the organisation's logo
  - Sourced research articles aimed at increasing page traffic
  - Composed and revised blog posts for a weekly series on LinkedIn and Facebook
  - Planned for the launch of the organisation, including but not limited to creating a sponsorship proposal to be delivered to the eThekweni Municipality, the sourcing of quotations for caterers, marketing material, and venues
  - Created presentations that were presented at events attended by up to 150 people.
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**Pravin Amar Development Planners (PADP)**  
**Human Resources Advisor**  
**Recruitment Consultant**

Durban, South Africa  
(Sep 2016 – Feb 2017)  
(Feb 2017 – Dec 2017)

- Oversaw Human Resource protocols and procedures for an Expanded Public Works Programme (EPWP) in the Umdoni Municipality
  - Recruited over 165 general workers through liaising with the local Umdoni Municipality and the Ward Councillors
  - Recruited 10 supervisors and skilled workers through a thorough recruitment process, including but not limited to, filtering through CVs, conducting preliminary telephone interviews, and conducting in-person interviews
  - Compiled recruiting materials, such as induction presentations, recruitment protocols, employee contracts, and documentation to capture employee information
  - Trained two PADP employees in the process of cold-calling, interviewing, and sourcing information from candidates
  - Created and maintained databases for the collection of CVs and candidate information
  - Implemented a training programme, including but not limited to, acquiring quotes from training service providers, ensuring attendance at training sessions, mediating the signing of service level agreements between PADP and training service providers, and liaising with the training service providers to ensure delivery of learner certificates and feedback reports.
  - Oversaw the appointment of service providers, including but not limited to, the contractors, the Occupational Health and Safety (OHS) consultant, the temporary toilet contractors, and the site manager
  - Coordinated the purchase and delivery of customized Personal Protective Equipment (PPE)
  - Implemented OHS briefings with the beneficiaries with the appointed consultant
  - Coordinated with the medical testing service provider to ensure all beneficiaries had undergone both entry and exit medical tests
  - Devised and implemented new protocols and accompanying documentation, including but not limited to, employee injury protocol, employee attendance, leave requests, paid leave protocols, replacement of lost/damaged PPE, communication procedures
  - Processed all monthly wage payments for the 175 beneficiaries, including but not limited to, devising a calculation spreadsheet that allows for the calculation of wages as related to the number
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of days worked, calculating UIF contributions, uploading payments onto the FNB Payroll system, and generating pay slips

- Ensured overall compliance with the Basic Conditions of Employment Act and the Code of Good Practice for employment and conditions of work for the EPWP
  - Compiled a monthly Payment Progress Report utilizing an online portal to report on the progress regarding the budget, employment, and deliverables achieved
  - Compiled audit reports pertaining to the overall scope of the EPWP
  - Liaised with Department of Environmental Affairs (DEA) officials regarding compliance and administration of the EPWP
  - Generated and submitted 175 UI-19 forms and accompanying schedule of earnings to allow for beneficiaries to apply for unemployment compensation
  - Liaised with Department of Labour (DoL) regarding the earnings of the 175 beneficiaries
  - Assisted in the compilation of the project completion report detailing all deliverables achieved regarding the training and employment of the beneficiaries
  - Interviewed 35 applicants for the Office Administrator position
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**E.P. Dine, Inc.**

***Recruiting Assistant***

New York, United States  
(Jul 2015 – Jul 2016)

- Conducted upwards of 800 cold calls daily to attorneys in the New York area
  - Created and maintained a weekly guide for Managing Directors to track candidates who expressed interest in the open searches which aided in the overall recruiting process
  - Updated company-wide database to ensure efficiency and improve functionality, including but not limited to researching candidates, and updating company and search profiles
  - Coordinated with Human Resources departments of various corporations and law firms
  - Interviewed 63 applicants for the Recruiting Assistant position at the company
  - Created and implemented a 15-page training guide for incoming Recruiting Assistants
  - Trained an incoming assistant for three weeks, which included a course on basic law terminology, a practical on how to best utilise the databases, and courses on time management and organisational skills
  - Monitored and compiled three monthly budget reports, including the collection of receipts, the calculation of moneys owed, and the upkeep of the budgeting database
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**NYU Office of Residential Life and Housing Services**

***Resident Assistant***

New York, United States  
(Aug 2013 - May 2015)

- Worked independently and as part of a team to ensure students' wellness needs were addressed
  - Facilitated meetings to resolve various issues surrounding residential life, such as conflict management between students, and stress management
  - Organized and executed events for upwards of 120 students, including events about the university, about the city, and about wellness and travel
  - Established various social networking platforms to enhance residents' sense of community
  - Supported the building's hall council and acted as the liaison between the hall council and the resident assistants
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**Child and Adolescent Mental Health Studies (CAMS) Club**

***Publicity Chair***

New York, United States  
(Sep 2014 - May 2015)

- Established a 5-person publicity committee by interviewing students with a keen interest in the program
- Coordinated events for club members, such as a quarterly faculty panel and biweekly movie screenings
- Created a monthly newsletter including editing, writing, and publishing articles for a 600 person organisation

## VOLUNTEER WORK

### **Falaise Body Corporate** *Trustee*

Durban, South Africa  
(Aug 2018 – Oct 2019)

- Ensured that the financials of the Body Corporate and associated building were in order
- Addressed matters pertaining to the residents of the building, including but not limited to, outstanding levies, contravention of house rules,
- Approved budgets pertaining to maintenance, security, legal, insurance, and human resources.
- Attended monthly meetings with 7 other trustees and building supervisor

### **Bencorrum Body Corporate** *Trustee*

Durban, South Africa  
(July 2019 – Present)

- Managed the Lift Maintenance portfolio of the Body Corporate, which included overseeing the installation of a new lift, and the maintenance of the two existing lifts.
- Ensured that the financials of the Body Corporate and associated building were in order
- Addressed matters pertaining to the residents of the building, including but not limited to, outstanding levies, and contravention of house rules.
- Approved budgets pertaining to maintenance, security, legal, insurance, and human resources.
- Attended monthly meetings with 8 other trustees and building supervisor

### **Lilitha Development Foundation** *Volunteer*

Durban, South Africa  
(Aug 2016 – Present)

- Facilitated training interventions at the Nelson Mandela Community Youth Centre for up to 80 learners per session
- Assisted in the collection of learner CVs for a SETA-funded learnership
- Assisted in the compilation of funding applications
- Developed proposals pertaining to a "Reading Room" to be introduced to municipalities within the KwaZulu-Natal province
- Liaised with key stakeholders in order to increase funding for the organisation

### **Shallcross Civic and Ratepayers Association**

*Volunteer*

Durban, South Africa  
(May 2014 - Aug 2014)

- Researched data dating back to 1966 and created an exhibition of the community's history
- Managed social networking efforts over multiple platforms, such as Facebook and Twitter
- Established a bimonthly newsletter covering topics pertaining to the community's past and future
- Organized the launch of a community campaign aimed at combating substance abuse, violence, and poverty

## OTHER SKILLS

- Microsoft Word, Powerpoint, Excel, Publisher, Assets
- Google Drive, Documents, Calendar
- Typing speed: 72 Words Per Minute
- Registered Assessor and Facilitator

## REFERENCES

AVAILABLE UPON REQUEST