

Refilwe Precious Stephina

Sebela

PERSONAL DETAILS

Date of Birth:
Identification Number:
Gender: Female
Race: Black
Nationality: South African
Marital status: Married
Dependents: 3
Religion: Christian
Home language: Sepedi
Driver's License: Yes

EDUCATION

Tertiary Qualifications

Current Studies:
Institution : **University of Cape Town(getsmarter)**
Course: Advanced Project Management
Duration: October – December 2022

Institution : **University of Pretoria**
MSW: Health Care Completed 2016

Institution : **University of South Africa**
B.A Social Work Cert. (NDP) Completed 2008 (Non Degree Purposes)

Institution : Integrity College

Business Management Diploma 1996

Bookkeeping and Accounts

Dos and Disk Management

Computerised Accounts

Lotus 123

Commercial Arithmetic

Basic Business Management

Basic Commercial Law

Taxation

Institution : University of Limpopo

B.A Degree 1993 – 1995

Criminology III

Sociology III

English III

Psychology I

High School January 1988 — December 1992

Motse Maria High School

Matric

School Subjects:

English

Afrikaans

Sepedi first Additional language

Geography

Biology

Typing

Other Short Courses completed:

Course	Date Obtained/ Duration	Institution
Firefighter I	28 June 2002	City of Tshwane
HAZMAT: Basic	12 October 2001	City of Tshwane
Emergency Ambulance Assistant	30 April 2003	Critical Care Academy and Rescue

HIV/Aids Care & Counselling	January – May 2005	UNISA
Communication Facilitator course	15 May 2007	Centre for Soft Skills
Counselling and Testing Course	27 – 29 October 2010	Foundation for Professional Development
Municipal Management Development Programme	February – October 2013	University of Pretoria
Change Leadership for Public Officials	March – June 2013	University of Pretoria
Occupational Health & Safety	11 June 2014	City of Tshwane
Ethics Management in Local Government	25-26 February 2015	National School of Government
Basic Food Handling	29 September 2021	NSHEQ Training Solutions
Introduction to Strategic Planning and Management	11 December 2021	National School of Government

COMMUNITY PARTICIPATION:

13 NOVEMBER 2004: PARTICIPATED IN ADOPT-A COP SPORTS AGAINST CRIME EVENT AS AN OFFICIAL

2018: CELL C : TAKE A GIRL CHILD TO WORK DAY

WORK EXPERIENCE

City of Tshwane Metropolitan Municipality June 2013 – July 2022

Director

Department: Emergency Services

Reason for leaving: Resignation

Duties:

- Manage the activities of Operation Division.
- Managing, coordinating, administrating, and leading the rendering of emergency medical services.
- Attend Departmental Budget meetings
- Responsible for motivation of subordinates and promotion of sound labor relations.
- Liaise with training division to ensure that planned training is applicable and scheduled accordingly.
- Responsible for the enforcement of discipline to ensure effective functioning of the division.
- Ensure provision of a safe and healthy working environment for the employees.
- Grievance management.
- Compilation of monthly and quarterly reports.
- Ensure compliance with all policies and standard operating procedures.

City of Tshwane Metropolitan Municipality

Deputy Director

01 November 2011 – 30 April 2013

Department: Emergency Services

Reason for leaving: Promotion

Duties:

- Oversee the running of the operational division.
- Regular reporting (monthly and quarterly reports)
- Take care of the inventory
- Grievance management
- Ensure that stores are stocked to capacity
- Inventory

City of Tshwane Metropolitan Municipality

01 Sept. 2003 – 30 October 2011

Superintendent

Department: Emergency Services

Reason for leaving: Promotion

Duties

- To supervise and take charge of ambulance crews on a shift basis
- To take charge of fleet
- To perform various command, administrative and technical tasks at the level of responsibility associated with the rendering of emergency medical services.
- To manage the station, crews, resources,
- Grievance management
- Monthly reports and quarterly reporting

Health1st. Africa Affiliate

01 April 2019 to date

Category: Clinical Operations

Duties:

- Counselling and Advisory Services (Individuals, Couples and Families)
- Group interventions (Trauma debriefing, mental health, workplace interventions)
- Reporting, monitoring and evaluation of interventions

RPS SEBELA PRIVATE PRACTICE

Started operations in 2015 to date

Duties

- Individual/Family/Group counselling
- Debriefing
- Employee Assistance Programme
- Terminal/ Chronic Diseases
- Stress, Depression and Substance abuse
- Bereavement Care

Department of Health: Emergency Medical Services
North-West Province

May 2001 – June 2001

Emergency Care Practitioner

Reason for leaving: New job offer and relocation to Gauteng Province

Duties:

- Provision of emergency medical care assistance to the injured.
- Stabilize and transport the patient to the nearest medical facility.
- Calm and reassure the patient
- Assess, treat and manage patients according to the set protocol.

Trade Centre

Cashier: Part time

November 1998 – April 2001

Duties:

- Provide a positive customer experience with fair, friendly and courteous service
- Register sales on a cash register by scanning items
- Resolving customer issues and answer questions
- Bags purchases if needed
- Processes return transactions

Integrity College

Tutor

January 1997 - October 1998

Duties

- Provide individual and small group tutoring.
- Assist students to improve academic achievement to clarify problematic learning areas
- Ensure learners complete required theory and practicals.
- Clarify learning problems and work on study skills.

PROFESSIONAL REGISTRATIONS

SACSSP : Social Worker:

HPCSA : Emergency Ambulance Assistant:

AWARDS

2005: Emergency Services Department

Outstanding service, devotion to duty and complete loyalty as Emergency Care Practitioner.

2017: Gauteng Provincial Legislature

Woman of Honour Award: In recognition of outstanding commitment in serving the people of Gauteng.

REFERENCES

Dr Robin Charles

City of Tshwane Metropolitan Municipality

Divisional Chief: Emergency Medical Operations

Mrs JK de Beer

Position: Former Chief of Emergency Services Department

Dr Charlene Carbonatto

Senior Lecturer

Programme Manager: MSW(Health Care)

Dept. of Social Work & Criminology

Faculty of Humanities

University of Pretoria