

Curriculum Vitae

[REDACTED] Pietermaritzburg

Telephone: [REDACTED]

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Personal Information

Name(s) and Surname : Dr Sunshine Minenhle Myende

Gender : Female

Language(s) : English, IsiXhosa, IsiZulu

Date of Birth : [REDACTED]

Education and Qualifications

High School: ➤ Sihle High School

Qualifications:

- Doctor of Philosophy in Criminology and Forensic Studies University of Zululand
(Completed in 2024).
Discipline using Restorative Justice Normative values mechanisms: A non-punitive approach towards school-based violence, a case study of Gauteng and KwaZulu Natal schools.
- Masters of Social Science in Criminology and Forensic Studies completed in 2019. A
Criminological Analysis of Violence in High Schools: A case study of John Langalibalele High School Secondary School at KwaMashu, KwaZulu Natal, South Africa.
- Bachelor of Social Science Honour's Degree in Criminology and Forensic Studies, completed in 2016.

- Bachelor's Degree in Social Science majoring in Psychology and Industrial Psychology, University of KwaZulu Natal, completed in 2015.
- Postgraduate Diploma in Public Management University of Witwatersrand completed in 2023.

Papers written.

Risk Factors and Prevention of School Based Violence in South Africa: A case Study of John Langalibalele High School by Ms Sunshine Minenhle Myende & Dr Patrick Bashizi Bashinge Murhula.

The Covid-19 Pandemic and its impact on Gender Based Violence: A Global Review and analysis. By Prof Shanta B Singh, Ms Sunshine Minenhle Myende & Dr Patrick Bashizi Bashinge Murhula.

Intergenerational violence a lived reality in South Africa by Ms Sunshine Myende – presented at an international conference on violence and intimacy by University of Zululand 2022.

Professional Profile

Dr Sunshine Myende is an academic, a researcher and a public servant, with vast experience in government. My passion has always been in academia and government particularly in effective governance and organisational development as reflected in my resume. I have written several academic articles and presented in

various conferences. I am also a member of the Golden Key International Honour Society. My expertise include criminal justice particularly restorative justice with main focus on juvenile justice, psychology and industrial psychology including lecturing different research methodologies modules.

Employment History

Employer –KwaZulu Natal Social Development

Position - Office Management and Support (Assistant Director) Office of the Head of Department.

Period -01 July 2020 – Current

Main Duties:

- Render secretariat duties to Executive Committee Meetings and other structures that are chaired by the Head of Department.
- Manage and prepare draft submissions to the Cabinet on behalf of the Head of Department.
- Receive and prioritize Cabinet memorandums for the Head of Department
- Draft memos, responses and reports on behalf of Head of Department
- Coordinate and monitor the HOD's specific projects. ➤ Monitor projects for line managers.
- Liaise with intergovernmental relations committees.
- Liaise with other departments on special projects
- Monitor administrative services for the Head of Department
- Prepare highly levels minutes for all committees of Head of Department.
- Render secretariat services for the Head of Department
- Receive all correspondences for the Head of Department
- Scrutinize all reports, memos and other documents for accuracy and completeness for the Head of Department.
- Provide advice, guidance and input to policy.

- Consult with stakeholders and identify shortcomings in policies and legislation.
- Assist with the preparation of comments and recommendations.
- Dissemination of amendments, circulars, policies and legislation to relevant forums.

Employer – University of Zululand

Position - Tutoring and Mentorship (Part Time).

Period – 1 March 2022 – December 2022 Main

Duties:

- Tutoring first year students on introduction to criminology and research methodologies.
- Marking students' assignments.
- Helping students with referencing and writing their assignments.
- Helping students who are struggling with understanding the basic concepts.
- Assisting first years on basic research on how to find and write academic work.
- Assisting first years with academic writing skills including referencing.

Employer – Department of Mineral Resources and Energy (Ministry)

Position - Community Outreach Officer (Deputy Director)

Period – 08 July 2019 – 31 March 2020

Reason for leaving – Contract terminated

Main Duties:

- To facilitate the Deputy Minister's interface with citizens on matters falling within the Department of Mineral Resources and Energy.
- Engage communities on services offered by the Department of Mineral Resources and Energy.
- Through continuous research providing counsel and guidance to the Deputy Minister as to her duties, responsibilities and powers

- Reach out to unblock service bottlenecks within the portfolio.
- Draft submissions for the Office of the Deputy Minister on projects to be rolled including checking submissions for compliance before the Deputy Minister signs the submissions.
- Address citizens' complaints on the work of the Department of Mineral Resources and Energy.
- Facilitate easy access of Department's services to the public.
- Conduct research prior to having to the Deputy Minister going to a particular area, the research will include the demographics of the area as well as socioeconomic conditions of the area.

Employer – National Youth Development Agency

Position - Special Programs Specialist

Period – 1 September 2018 – 30 June 2019.

Reason for leaving – Got a new Job

Main Duties:

- Responsible on behalf of the Executive Deputy Chairperson's Office for coordinating special programmes.
- providing the direct of the executive deputy chairperson and some board members collectively and individually with guidance as to their duties, responsibilities
- Ensuring that minutes of all office meetings, board meetings and the meetings of any committees of the board members, or of the Agency that are attended by the Executive Deputy Chairperson are properly recorded.
- Planning and designing programmes and proactively monitoring their progress, resolving issues and initiating appropriate corrective action.
- Write and submit project concept documents.
- Develop and sustain community partnerships.

- Develop, analyse, coordinate and present program related information throughout the country.
- Direct and motivate the relevant stake holders during planning and execution of programs.
- Communicate professionally both verbally and in writing with pertinent stakeholders.
- Conduct a desktop research for different areas of concern for the Executive Deputy Chairperson to advise the Executive Deputy Chairperson accordingly with regards to any constitutional dictates of the Agency.

Employer - National Youth Development Agency

Position - Administrator,

Period – 01st July 2017 – 31st August 2018

Reason for leaving – Promoted

Main Duties:

- Develop and maintain an effective filling system for the office.
- Provide administrative support for the Executive Deputy Chairperson and the board in organizing and during board meetings.
- Ensure adherence to the organisational system such as CRM and IEP.
- Writing meeting minutes and submissions.
- Ensure that leave days in the Executive Deputy Chairperson are processed
- Ensure all assets in the office of the Executive Deputy Chairperson's Office appear in the asset register.
- Project support and administration for the office of the Executive Deputy Chairperson.
- Compile monthly expenditure reports for the office.
- Provide administrative support for things like travel bookings, catering for events and documents dispatching.

Employer - Ithala Development Bank

Position - Intern (Change Management)

Period - 01st January 2016 – 31st June 2017.

Reason for leaving – Got a new Job

Main duties:

- Drafting Reports of the previous meetings,
- Assisting in research for different aspects in the change management process.
- Assisting the Wellness Officer on different roadshows across the branches of the organization, these included roadshows on medical aid schemes and other employee related issues.

Employer – School of Applied Human Science (University of KwaZulu Natal)

Position - Tutoring

Period - 15 February 2016 – 31 st June 2017.

Reason for leaving – Got a new Job Main

duties:

- Tutoring first years in Criminology and research methodologies modules.
- Assisting first years on basic research on how to find and write academic work.
- Assisting first years with academic writing skills including referencing.

Knowledge, Skills and Competencies

- Constitution of the Republic of South Africa
- Public Service Act and Regulations
- Skills Development Act 97 of 1998
- National Skills Development Strategy
- Knowledge in the Youth Development sector
- Public Finance Management Act

- Criminal Justice Procedures and legislative mandates.
- Youth Development Policy
- Employee Performance Management
- Medium Term Strategic Framework
- Research and Report writing skills
- Monitoring and Evaluation
- Stakeholder Engagement and Management
- Project Management
- Organisation and coordination
- Creative and Innovative thinker
- Interpersonal Skills
- Analytical Skills
- Business Sector and Environment
- Facilitation Skills
- Tutoring
- Mentorship
- National Heritage Act 11 of 1999

Other Achievements

- School of Applied Human Science Board Member (2015)
- Nominated for Golden Key International Honour Society (2019).
- Researcher at JET Education Services: Governance and Management in Higher Education institutions respond to Covid 19.

References

Mr Andile Nxasana

Internships Supervisor

Ithala Development Bank

Contact Number: [REDACTED]

Mr Tshepo Moeng

Senior Manager Human Resource

National Youth Development Agency

Contact Number [REDACTED]

Ms Londiwe Luthuli

Head of Office (Ministry)

Department of Mineral Resources and Energy

Contact Number: [REDACTED]

Ms Patricia Shongwe

Deputy Director Office of the HOD

Department of Social Development

Contact number: [REDACTED]

Ms Zipho Snyman

Tutors and Mentors Cordinator

University of Zululand

Contact number: [REDACTED]