

Tiyane Bongani Mbhulumeti



Profile

I have over 6 years of experience in community engagement, professional conduct representation administrative support and interest in governance. In Addition, I am skilled in facilitating communication between stakeholders, resolving conflicts and ensuring community interests are represented. Theses also includes strong background in legal research, documentation, public administration and reporting.

Education

University of Pretoria – Bachelor of Arts in Law (2014)

Comprehensive program covering South African legal systems, constitutional law, private law, and customary law.

Pro Arte Alphen Park High School – National Senior Certificate (2009)

Key subjects: Mathematics (7), English (6), Afrikaans (4), Life Orientation (7), Business Studies (5), Economics (5), Tourism (5).

Professional Experience

- Community Liaison Officer – Vaal Marina
 - Facilitate communication between community members and project stakeholders.
 - Organize and chair meetings, ensuring transparency and accountability.
 - Resolve conflicts and address community concerns.
 - Provide project updates and progress reports.
 - Represent community needs in planning and implementation.

- Community Representative – Health Professions Council of South Africa (HPCSA), Professional Conduct Committee (4 years)
 - Represented community interests during professional conduct hearings.
 - Contributed to upholding ethical standards within the health sector.
 - Participated in committee deliberations to ensure accountability.
- Transcriber & Secretary (Minutes Recording) (2 years)
 - Transcribed official documents with accuracy and confidentiality.
 - Managed correspondence and provided administrative support.
 - Drafted project reports and responded to client inquiries.

Skills

- Strong communication & interpersonal skills
- Legal research & paralegal knowledge
- Excellent writing, editing, & reporting
- Conflict resolution & stakeholder engagement
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)

References

Mr. S.M. Mbhulumeti – Makombandlela Language Practice

Adv. L. Sedibe – Chairperson, Professional Conduct Committee (HPCSA)