

(105)

The Portfolio Committee on Public Service & Administration
3rd Floor, 90 Plein Street
Cape Town
8000

APPLICATION FOR EMPLOYMENT : COMMISSIONER POST

I hereby apply for the vacant post advertised by you on Sunday Times dated 21 November 2021 for Commissioner post. I am interested in working within the organization for me to gain and learn the vision and mission of the company. I am proactive, multi skilled professional with good all round human resource advisory skills, very capable with an ability to deal with all the recruitment and resourcing needs of the organization, responsible and accountable, disciplined and self motivated person who maintain confidentiality at all times.

I have worked at South African Police Services for twenty one year's dealing with training and development, recruitment & selection, and general administration duties. With my service at South African Police Services, I have gained confident in sense of urgency, quality driven and also attention to details. Ethically & professionally is my motto at my workplace. I have obtained the culture of working unsupervised, under pressure and meet deadlines.

Experienced in providing timely and up to date human resources advices to both employers and employees whilst at the same time considering their interest are best represented.

have obtained my degree in Public & Personnel Management from Unisa during 2001..

I will be happy to hear from your side and I will avail myself for an interview. .

Hope to hear from you soon.

Yours sincerely

Nkele Linah Mogolane

(201)

LINAH NKELE MOGOLANE

EDUCATION

Technikon SA/ UNISA

B-TECH- Public Management and Administration - 2011

- Majors – Public Management (IV)
- Development Management (IV)
- Research Methodology (IV)
- Public Personnel Management (IV)

Technikon SA /UNISA

- National Diploma : Public Management and Administration – 1999
- Majors –Public Administration (I , II, III) , Communication in English, Communication in Sepedi,
- Personnel Management (I, II, III) Public Law, Regional Development and Principles of Information Systems.

EMPLOYMENT

SOUTHAFRICAN POLICE SERVICES (SAPS)

Unit: Management Support: Human Resource Management

Currently: Unemployed

Position: Skills Development Facilitator (Lt Colonel) Assistant Director (2004 – 2015)

- Provide support and Manage facilitation of training and development of personnel in the Division Human Resource Management.
- Compile and present Statistics with regard to training for the Division Human Resource Management.
- Identify training needs and address the issues of concern in their entire Unit.
- Advise and maintain Career path for Occupational groups in the Division HRM.

- Prepare documents and do the presentation for all Stakeholders within the organization.
- Attend the Quarterly Training meeting with all stakeholders from nine provinces.
- Manage the budget for training yearly in the Division HRM.
- Screening and verifying of application forms during the recruitment process.
- Selecting application forms for Long listing and Short Listed.
- Participate in the interview and appointment process.
- Appoint and mentor Learner shipprograms and Bursaries application forms for the Division.
- Manage the Performance Enhancement Program for members within the Division: HRM.
- Handle general administrative duties and record keeping for all quarterly training Reports, Finance Reports and Inventory within the Division HRM.
- Provide regular reports to management on implementation of training intervention identified in the Workplace Skills Plan and individual specific.
- Monitor and report on academic progress results of students sponsored by department.
- Manage Intern capacity development program including their rotation and regular feedback and reporting on skills transfers.

Unit: Social Work Services

Position: Personnel Practitioner (Inspector)(2003 -2004)

- Manage the budget expenditure of the section.
- Inspect and control register, income and expenditure statements of the Section, Social Work Services.
- Manage and control the administration records and information on flow for the section including consolidation of National Statistics.
- Manage and Control all human and physical resources process of the Section: Social Work Services.

Unit: Transfers and Translations Section& Promotion Board Section

Position: Senior Personnel Practitioner2000 -2003

- Processing of translations from Public Service Act to Police Act.
- Evaluation of qualifications for members within the Division.
- Processing the transfers' applications for nine provinces.
- Liaise with the Provincial Commissioner concerning the translation of members.
- Processing of cash bonus applications.
- Processing of promotion applications for nine provinces.

Unit: PolmedSection. Police Medical Scheme

Position: Senior Personnel Officer (1994 -2000)

- Registration of the members and their dependents' on the system.
- Registration of Pensioners and Widows.

- Termination of Medical Aid for the dismissal and resigned members.
- Processing of accounts, IOD, Hepatitis and for the Awaiting trials.
- Management of Human and Physical resources within the Section.
- Processing accounts to the Administrator (MEDIHELP) for payments.
- Management of awards of Compensation.

SKILLS & ABILITIES

- Computer Skills
- Trustworthy & Loyal
- Leadership Skills
- Planning & Organizing
- Good judgment & Logical decision making
- Problem diagnosis & solving
- Analytical & interpretive skills

AWARDS & TRAINING

- Skills Development Facilitator Certificate
- Short Course in Human Resource Management Certificate
- Short Course in Human Resource Hiring Practices
- MS Powerpoint
- Course in Labor Relations Management
- Training Administration Management
- Project Management Certificate
- Course in Strategic Management
- PFMA Certificate
- Lead & Manage Teams of People
- Assessor & Moderator Learning Program
- Excellence Award in Management of Workplace Skills Plan (WSP)
- SAPS Medal for Faithful Service (10 Years) and Deed of Commission

REFERENCES

- a) Mr Molea (Colonel)

- b) Mrs IT Mudau (Senior Personnel Practitioner)

- c) Mrs B Boshomane (Captain)
Human Resource Management



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I HEREBY CERTIFY THAT THIS DOCUMENT IS THE ORIGINAL AND THAT NO AMENDMENT OR CHANGE HAS BEEN MADE TO THE ORIGINAL DOCUMENT

MATSE
SIGNATURE

COURSE NUMBER: 71243607 DATE: SPAC

ISSUED BY: MATSE SEKGWALLA

This is to certify that

Vinah Ngele Mogolane

Successfully completed the course

**COMPLIANCE TO THE PUBLIC FINANCE
MANAGEMENT ACT**

over the period

14 – 16 August 2006

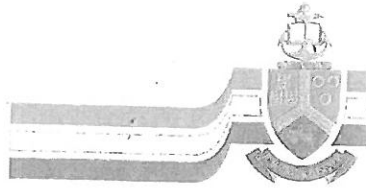
M. Mokoena
DIRECTOR OF TRAINING

M. Mokoena
COURSE COORDINATOR

2685
CERT No.

14 December 2006
DATE





University of Pretoria
Faculty of Economic and Management Sciences
Department of Human Resources Management


This is to certify that

N Mogolane

has successfully completed the

**Short Course in
Human Resource Management**

10 to 14 October 2005



Course Leader

Operations Manager: CE at UP

Centre for Business Management

*This is to certify that
after the prescribed requirements were satisfied
the six month*

COURSE IN STRATEGIC MANAGEMENT

NQF LEVEL: 6
CREDITS: 24

UNISA COLLEGE OF ECONOMIC AND MANAGEMENT SCIENCES CENTRE FOR BUSINESS MANAGEMENT COURSE IN STRATEGIC MANAGEMENT	
SIGNATURE	
71243607	SPAC
MITEE SEKWABILA	

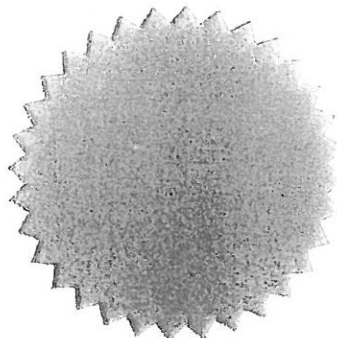
was awarded to

Ngele Linah Mogolane



Executive Dean:
College of Economic
and Management Sciences

30 July 2010



Head: Centre for
Business Management



Centre for Business Management

This is to certify that

Ngele Linah Mogolene

has complied with the requirements

for the

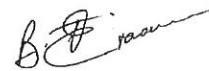
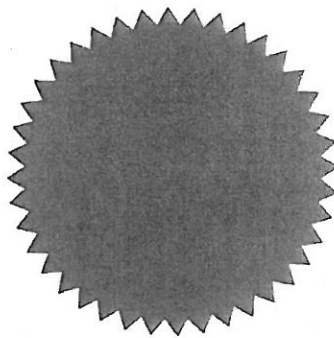
COURSE IN LABOUR RELATIONS MANAGEMENT

with distinction

DURATION: 6 MONTHS

A handwritten signature in black ink, appearing to read 'H. Shabha', is positioned to the left of the central seal.

Executive Dean: College of Economic
and Management Sciences

A handwritten signature in black ink, appearing to read 'B. F. van der Merwe', is positioned to the right of the central seal.

Head: Centre for
Business Management

6 September 2005

Centre for Business Management

This is to certify that

after the prescribed requirements were satisfied

the three month

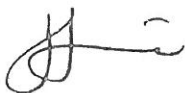
SHORT COURSE IN HUMAN RESOURCE HIRING PRACTICES

NQF LEVEL: 6

CREDITS: 12

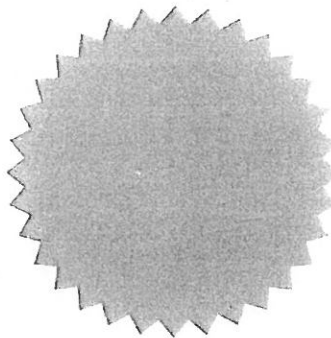
was awarded to

Ngele Linah Mogolane



Executive Dean:
College of Economic
and Management Sciences

12 September 2011



Head: Centre for
Business Management

Certificate of Competence

This is to certify that

T. N Mogolane

has been found competent against the following
SAQA registered learning programme

ASSESSOR & MODERATOR LEARNING PROGRAMME

over the period

25 - 29 October 2010

SAQA ID	Unit Standards	NQF Level	Credits
115759	Conduct moderation of outcomes-based assessments	6	10
115753	Conduct outcomes-based assessment	5	15
115755	Design & Develop outcomes - based assessments	5	10

J. Ram

MODERATOR

R2011/0171

CERT No.

[Signature]

ASSESSOR

20-Apr-2011

DATE



Pro-active College





TECHNIKON SA

NASIONALE NATIONAL DIPLOMA

OPENBARE BESTUUR EN
ADMINISTRASIE

PUBLIC MANAGEMENT AND
ADMINISTRATION

Toegeken aan

Awarded to

NGELE LINAH MOGOLANE

met ingang van

with effect from

1999/03/01

Die volgende is voltooi:

The following were completed:

(*dui onderskeiding aan)

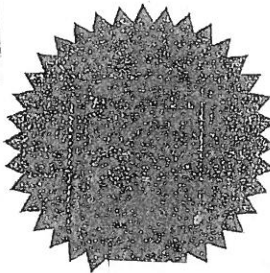
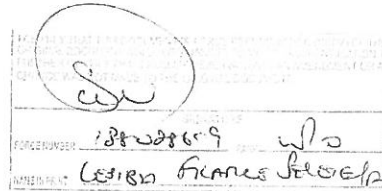
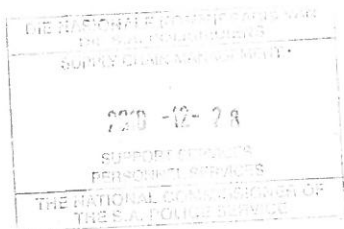
(* indicates distinction)

PUBLIEKE ADMINISTRASIE I
PUBLIEKE ADMINISTRASIE II
PUBLIEKE ADMINISTRASIE III
KOMMUNIKASIE IN ENGELS B
KOMMUNIKASIE IN SEPEDI A
PERSENEELBESTUUR I *
PERSENEELBESTUUR II
PERSENEELBESTUUR III
PUBLIEKE REG I
PUBLIEKE REG II
STREEKONTWIKKELING I *
BEGINSELS VAN INLIGTINGSTELSELS

PUBLIC ADMINISTRATION I
PUBLIC ADMINISTRATION II
PUBLIC ADMINISTRATION III
COMMUNICATION IN ENGLISH B
COMMUNICATION IN SEPEDI A
PERSONNEL MANAGEMENT I *
PERSONNEL MANAGEMENT II
PERSONNEL MANAGEMENT III
PUBLIC LAW I
PUBLIC LAW II
REGIONAL DEVELOPMENT I *
PRINCIPLES OF INFORMATION SYSTEMS

((V) Dui vakke vrygestel aan)

((E) Indicates subjects exempted)



Registrateur / Registrar

Nr. /

Rektor / Principal
ekanselier / Vice Chancellor