

**CURRICULUM VITAE
NOKUKHANYA NGCOBO**

PERSONAL INFORMATION

First name	:	Nokukhanya
Surname	:	Ngcobo
Identity number	:	8708191055086
Date of birth	:	19 August 1987
Gender	:	Female
Home address	:	34 Ximba street Umlazi
Contact numbers	:	0633400544 (whatsapp) 081 590 2190 (cell)
Drivers Licence	:	Code 10
Marital status	:	Single
Nationality	:	South African
Languages	:	isiZulu, English, Afrikaans and isiXhosa
E-mail address	:	nokukhanya.ngcobo550@gmail.com
Criminal Offenses	:	None
State of Health	:	Excellent

EDUCATIONAL QUALIFICATIONS

SECONDARY EDUCATION

Name of Institution	:	Grosvenor Girls' High School
Grade passed	:	12
Year Passed	:	2005
Subjects	:	English home language isiZulu First Additional language Mathematics Biology Geography Home Economics

TERTIARY EDUCATION

Institution	:	Durban University of Technology
Qualification	:	ND Town & Regional Planning
Degree obtained	:	2012

Institution	:	Durban University of Technology
Qualification	:	BTech Town & Regional Planning
Degree obtained	:	2020

Institution	:	University of Johannesburg
Qualification	:	Masters Sustainable Planning & Development
Postgrad obtained	:	in-process

OTHER COURSES ATTENDED

ESRI	:	ArcGIS 1
EHI	:	Project Management Fundamentals
SALGA	:	Fundamentals In Spatial Planning-Secondary Cities
Enterprise Project Solutions	:	Project Planning & Control Using Primavera
Vuthlari Consulting	:	Advanced Office Executives Superclass
University College London	:	Development & Planning In African Cities
Forefront Training	:	Electronic Records Management
ALX	:	Virtual Assistant Course

KNOWLEDGE

- Spatial Planning & Land Use Management
- Property/Real Estate management
- Public Finance Management
- Business support & administration (pty ltd, close corporations, joint ventures)
- Funding and investment planning

COMPUTER SKILLS

- ArcGIS, ArcGIS Enterprise
- Microsoft office suite
- Autocad
- SAP Erp
- Email
- Internet
- AI Tools
- CRM
- Google Workspace

SKILLS

- Good interpersonal and strong communication skills
- Problem solving and decision making
- Analytical and innovative thinking
- Project Management
- Multi-tasking, planning and organisational skills
- Working accurately under pressure and execute instructions effectively
- Ability to work in a team
- Time and change management
- Leadership and facilitation
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PROFESSIONAL PROFICIENCY:

- Office Administration
- Small business development
- Project Administration
- Desktop Analysis
- ArcGIS Mapping
- Development Planning
- Land Use Management

- Survey & Analysis
- Research
- Project Management
- Data Management & Collection

PROFESSIONAL MEMBERSHIP:

- Professional Body Affiliation: South African Council for Planner's: Candidate Town Planner Reg. No. C/7545/2013. Currently applying for Professional registration.

SUMMARY OF CAPABILITIES/SPECIALIZATION:

- Policy Research and Analysis
- Project Administration & Report Writing
- GIS Research and Mapping of Spatial Data
- Interpretation and Enforcement of Schemes
- Strategic Planning & Land Use Management
- Business Administration
- Executive assistant
- Development Planning & Project Management (Urban and Environmental Planning)

<u>EMPLOYMENT HISTORY</u>

Employer	:	Ray Nkonyeni Municipality
Duration	:	2009-2010
Position	:	Intern Town Planner
Component	:	Development Planning

Main Tasks of the role:

- Processing development applications: special consent, rezoning, building plans, relaxations, township establishment, zoning certificates as per town planning scheme:
 - Rezoning, Special consent, and simultaneous rezone and removal of restrictions that are in line with the SDF and IDP and other planning policies and legislation,
 - Compiling applications in line with RSDF and other land use management policies and acts,

- Processing building line relaxation, deviation, and alterations, pre-scrutiny of new and existing building plans,
 - Conducting site inspections,
 - Serving notices,
 - Conducting seasonal land use surveys,
 - Compiling Zoning Certificates
 - Attending to town planning related queries,
 - Advising on best uses for vacant land with reference to SDF and town planning scheme
- Participation on appeal hearings and public participation processes with beneficiaries and relevant stakeholders.

Township Establishment: -

- Compilation of conditions of establishment and service agreements
- Rezoning
- Division of farm land
- Subdivision and consolidation
- Removal of restrictive conditions to Title Deeds
- Scrutinizing Site Development Plans
- Temporary road closures
- Special consent use for Council
- Written consent use for Council (Parking, Height, Coverage relaxation, Traffic Studies)
- Building Line relaxation

Rendering comments for the following applications:

- Precinct Plans
- By-Laws
- Revision of Margate Land Use scheme
- Municipal Spatial Development Framework
- Municipal Integrated Development Plan
- Notarial tie of erven
- Building Plans
- Land alienation
- Leasing of Municipal land:
- Inspection of properties to ensure compliance with lease agreements;
- Ensuring that leased properties are utilized optimally;
- Maintaining lease database of the department;
- Making follow ups with landlords and client departments on lease matters;
- Review and assist with reviewing lease agreements before approval by the Department;
- Attending to audit enquiries and requests from internal Audit and Audit-General SA;
- Conducting market research in the property/real estate industry;
- Advise the department on policy and ensure that the policy on lease agreements are aligned with industry norms.
- Business licenses
- Land encroachment, and
- Temporary use of Municipal land

Ad-hoc activities:

- Conducting site inspections

- Conducting presentations with regards to
- Taverns, crèches, guest houses, second dwelling units and boarding rooms on residential and non-residential stand zonings, as well as alleged illegal land uses.
- Attending a tribunal hearing regarding an appeal made in terms of unapproved application for a development

Employer	:	Gabhisa Planning
Duration	:	2012-2013
Position	:	Junior Town Planner
Component	:	Consulting

Main Tasks of the role:

- Implementation of Spatial Planning and Land Use Management Act no.16 of 2013 in KZN province
 - Compiling Land Use Schemes (LUS) for uMhlathuze Municipality.
 - Compiling and assessment of Spatial Development Framework for all KZN local municipalities.
 - Alignment of KZN province bills to SPLUMA, and Project proposals
- Preparation of meeting packs,
 - Preparation of project documentation from inception to completion,
 - Preparation of presentations,
 - Conducting secondary research,
 - Providing professional technical assistance,
 - Liaising with DRDLR, sector departments, steering committee members and council officials including Town Planner's to ensure that all contractual obligations are met on time and within budget.
 - Coordinating meetings (technical & nontechnical team) between Zululand Chamber Business Forum steering committee and relevant stakeholders,
 - Drafting of agendas and sending out invitations for meetings,
 - Maintaining and updating records,
 - Minute taking and circulating minutes to relevant stakeholders for endorsement,
 - Compiling project plans and project process reports,
 - Overseeing that the project process is adhered to,
 - Providing technical support to the development of
 - SDF and LUS for local municipalities,
 - Compile and present inception report
 - Developing project plans with defined deliverables at each stage of the project phases
 - Designing and preparing material for public participation process and stakeholder involvement

- Assisting professional planner's in gathering information for compilation of status quo report making reference to the SDF guidelines.
- Ensuring that the necessary and relevant procedures are followed in the production of the SDF and LUS.
- Drafting and sending invitation letters.
- Conducting land use surveys in the municipalities for corridor plan and updating of scheme maps.
- Liaising with Cogta provider and sector departments□□Facilitating and participating in public participation procedures with the service provider, council officials, traditional leaders and the community as well as affected stakeholders.
- Support in the implementation of SPLUMA Legislation, my duties included but are not limited to:
 - Assessment of both human capacity and operational aspect of the municipality particularly the Planning unit,
 - Assessing municipalities using the Municipal Readiness Assessment Templates (MRAT) tailored specifically by DRDLR,
 - Formulation of a cost and action plan for each municipality in KZN
 - Conducting workshops to provide findings and validate information

Employer : Transnet
 Duration : 2013-2016
 Position : Planning & Development :Executive Administrator
 Component : Infrastructure Unit

Main Tasks of the role:

- Maintain ongoing project files and organization of shared folders both on local and dedicated servers.
- Act as a point of contact between the Engineering, Planning & Development & the Project Management Office team and stakeholders, both internal and external.
- Check invoices for accuracy (correct account and GL allocation) before sign-off for payment.
- Loading purchase requisitions on SAP for procurement processes for projects.
- Integral member of project teams, coordinating project document control for Infrastructure projects
- Assisting with staff functions as requested by communications department
- Invoicing for projects on ad-hoc basis
- Following up with project managers regarding storing of information for various projects to ensure quality prevails
- Reporting back and liaising with projects managers on any matters arising regarding their projects
- Assisting with general HR filing and admin for Infrastructure unit

- OPEX budget monitoring and monthly reporting
- Quarterly budget review reports regarding our departmental expenditure
- Research for capacity building the Port business automotives, New Ports Desirability's and Container study
- Coordination and facilitation of departmental and executive meetings
- Travel and executive support for senior management
- Calendar management for Chief planner
- Meeting and communication management
- Presentation and administrative support for the unit

Employer : Black Bhebhe Projects Pty Ltd.
 Duration : 2017-2018
 Position : Town Planner (remote)
 Component : Consulting

Main Tasks of the role:

- Preparation and collation of all planning applications.
- Knowledge of Planning related National and Provincial Legislation (in particular KZN Planning and Development Act and the Spatial Planning and Land Use Management Act) and relevant municipality by-laws
- Site Development Plan assessment in line with municipal by-laws and National Building regulations
- Liase with the competent authorities on all development applications submitted to municipal departments.
- Conversant and able to competently apply all municipal planning by-laws and regulations relevant to the built environment
- Assessment of developers' site development plans and building plans for submission to the municipality.
- Advise developers to ensure they comply with the relevant objectives, controls, standards, policies and objectives
- Conducting research for the development of land use and spatial planning related projects and policies
- Assist with procurement processes and supply chain management for all land use management and spatial planning projects.
- Mapping Layout Plans using Geographic Information Systems

Employer : Department of Statistics South Africa
Duration : December 2021-April 2022
Position : Project Coordinator
Component : Field Operations (data collection)

Main Tasks for the role:

- Profile Enumeration Areas (EAs) within allocated Field Operation Officer unit through using Maps to know the boundaries of the EAs within allocated unit.
- Verify the list of Gatekeepers within the FOO unit.
- Assist the Stakeholder engagements (Civil Society, Local government, Farmer Unions, Body Corporates, etc).
- Assist with coordination of schools' outreach programme.
- Ensuring all points have been unpacked in selected EAs according to the methodology.
- Verifying any new developments in the EAs and ensure that they're updated accordingly:
- Conducting gatekeeper & EA publicity by ensuring that access is granted in gated communities.
- Conduct training of Fieldworkers and Fieldwork Supervisors on Census 2022 Methodologies, processes, and procedures.
- Assist Fieldwork Supervisor and Fieldworkers with admin, logistics, technical support and intervene where there is no access.
- Monitor progress of Fieldwork Supervisors and make follow ups where Fieldworkers are lagging.
- Return inconsistent work to Fieldwork Supervisors for enumeration and enumerate where necessary.
- Conduct control visits to randomly selected sample of two DUs per EA for the duration of enumeration.
- Follow up on refusals, try to convert all refusals.
- Conduct any duties assigned by DCC.
- Keeping tablet and Census 2022 materials secure at all times.
- Issue all specified materials during training and data collection and update on Field Logistics System
- Return all specified materials at the end of data collection and update on Field Logistics System
- Sign off work completed for Fieldwork Supervisors and Fieldworkers at the end of enumeration.

Current Employer : Isihlonti Oil & Fuel Petroleum
Duration : 17 September 2017 to date
Position : Executive Assistant (remote)
Component : Oil & Fuel Manufacturing, Distribution

Main tasks of the role:

- Creation of work-packs for projects.
- Ensure that all procedures and specifications are adhered to and all related documentation is completed to enable job completion handover.

- Coordination and facilitation of departmental and executive meetings
 - Travel and executive support for senior management
 - Calendar management for Chief planner
 - Meeting and communication management
 - Presentation and administrative support for the unit
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- Ensure all materials and equipment meet company and client procedural/specification requirements.
 - Attend project planning meetings and ensure client requests are implemented.
 - Ensure works are carried out safely in accordance with company procedures and method statements adhered to.
 - Ensure that project tasks are planned and executed to maximise efficiency and targets met.
 - Maintain project time keeping and attendance records as per company guidelines.
 - Ensure plant and equipment is within certification and maintained correctly.
 - To alert the Construction Manager and / or QHSE / HR Manager of any potential problems or issues related to health, safety, the environment or quality within their team, area of work, or in connection with the project in general.
 - To recognise and abide by company procedures and statutory acts, including the Quality Management System, the Health & Safety Policy, and company emergency and evacuation procedures.
 - Liaise with the projects team to understand administration requirements for ongoing and future projects.
 - Manage project documentation requirements in line with company Document Control procedure.
 - Take minutes at Project Meetings.
 - Manage the procurement of project related materials and liaise with suppliers.
 - Manage loadouts of material, plant and equipment for projects.
 - Manifest loadouts and review/retain certification accordingly.
 - Support cost control requirements of projects, compiling subcontractor invoices and updating costing spreadsheets.
 - Visit sites to monitor progress and inspect HSEQ working practices.

REFERENCES

Name of employer : Transnet
Contact person : Nokulinda Mbatha
Position : Manager
Contact number : 0828456979

Name of employer : Department of Statistics South Africa
Contact person : Cosmos Ndlovu
Position : District Census Coordinator (Supervisor)
Contact number : (082) 780 0178

Name of employer : Black Bhebhe Projects
Contact person : Nhlakanipho Mhlongo
Position : Manager
Contact number : 082 567 7420

Name of employer : Isihlonti Oil Petroleum
Contact person : Mandla Zaca
Position : Managing Director
Contact number : 060 396 9167/ 074 315 0918