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Position Applied For:

Recruitment Administrator

Candidate Name:

Gugulethu Mbalenhle Manyoni

MPC Consultant Name:

Laura Knight

MPC Consultant's Contact Details:

(031) 562 8001

Date Referred:

13 July 2016

#### Personal Details

Surname :

Manyoni

First Names :

Gugulethu Mbalenhle (Known as 'Gugu')

Nationality :

South African

Language Proficiencies :

English & Zulu

EE/AA Status :

AA (Black, Female)

Availability :

Immediately

#### Career Summary

Company

Position

Duration

Transnet Port Terminals

Performance, Talent & Recruitment Specialist (Western Cape Region)

June 2011 - Feb 2015

Acting Chief Administrator -Recruitment & Selection

May 2011 - Aug 2011

Chief Admin - School of Ports Operations

Jan 2011 - June 2011

Executive Secretary

2006 - 2010

Sappi Kraft

Branch Secretary

2005 - 2006

IT Administrator Support

Sept 1996 - Dec 2004

IT Trainer  
1999 - 2000

Academic History

Qualification :  
National Diploma in Human Resource Management  
Date Completed :  
2011  
Institution :  
Durban University of Technology

Qualification :  
Matric  
Date Completed :  
1994  
Institution :  
St Gregory College

Computer Skills

Programs/Systems :  
■.■MS Office (Word, Excel, Access, PowerPoint, Outlook & MS Project) & Internet  
■.■SAP R/3, SAP 4.6 ,ICDL, Micro-Media & Dream Weaver

Gugulethu Mbalebhle Manyoni

Resumé of Career to Date

Company Name :  
Transnet Port Terminal  
Type of Industry :  
Logistics  
Period of Employment :  
2010 - September 2015  
Position :  
Performance, Talent & Recruitment Specialist  
Promoted from:  
Acting Chief Administrator -Recruitment & Selection  
Promoted from:  
Chief Admin - School of Ports Operations  
Duties :

Performance, Talent & Recruitment Specialist  
(March 2015 - September 2015)

Recruitment of Junior Officers and management up to Level F positions which included (ensuring the right advert went out, receiving applications, screening of applications, preparing pre short list for line, short listing with line, preparing questionnaires, inviting candidates for interviews, ensuring that all logistics for interviews are organized e.g. venue  
■.■Forming part of the interview panel, assisting in ensuring that the process is fair and is in line with TPT policies, preparing interview report, and facilitating the appointment of successful candidate and the regret letters for the unsuccessful candidates  
■.■Talent and Performance:  
■.■Plan and ensure the effective implementation of the talent management strategy

y so that the objectives in the strategy are met (Talent management training, Talent Forums, succession pools and plans, leadership development and performance management)

- .■Facilitate the talent management forums and other key implementation meetings to ensure that talent management an intervention being implemented is according to the approved plan and that an integrated approach is being followed.

- .■Provide support and guidance to HR and Talent Managers so that they are motivated and have access to the required resources in order to meet the work objectives set for them.

- .■Compile a comprehensive Talent Management budget indicating financial requirements:

- .■Submit budget for approval in accordance with budgeting guidelines.

- .■Monitor the expenditure against budget and ensure that spending occurs within budgetary restrictions.

- .■Ensure that only authorised overspending is approved in accordance with procedures.

- .■Responsible for developing and cascading TPT corporate plan and strategy into meaningful scorecards for the TPT EXCO and TPT managers in terms of:

- .■Strategic Performance Objectives

- .■Key Performance Areas

- .■Personal Development Plan

- .■Implement and manage the Transnet Port terminal automated system and ensure that all the managers have undergone full cycle training so that the system is effective.

Acting Chief Administrator - Recruitment & Selection

(May 2011 - August 2011)

- .■Receiving requisitions from terminals

- .■Checking if the requisitions comply with the required standards e.g.

- .■Ensuring the necessary signatures for requisitions

- .■Preparing adverts and putting in the volumes

- .■Ensuring that the volume goes out (advertised) Mon on Wed

- .■Coordinating medical, verifications,

- .■Preparing appointment letters

- .■Assisting the Recruitment Specialists

Chief Admin- Seconded to TPT - School of Port Operations

(2011 January - June 2011)

- .■Compile and confirm all training requirements as per training schedule for trainer, indicating number of learners, venue and times.

- .■Compile training needs upon confirmation of training dates and trainer allocation.

Book and prepare training itinerary for trainer, training venues (room layout, equipment, catering, travel etc. according to course requirements.

- .■Provide trainer with relevant resources / i.e. Training Manuals, Attendance registers etc.

- .■Confirm attendance and learner requirements, send reminders to the terminals and confirm/provide directions where required.

- .■Distribute training manuals to various terminals based on the training requirements which require timeous, printing and binding especially if the training is not at a Durban terminal.

- .■Verify correctness of training registers/records received from trainers after training and escalate for correction (if required).

Executive Secretary - TPT GM HR

(2006 - 2010)

- .■Providing full secretarial and administrative function in an efficient and effective manner.

- .■Maintaining and managing an effective information and record keeping system

- .■Preparing and responding to correspondence
- .■Managing telephone calls and messages, making arrangements for visitors
- .■Liaise with managers, staff , suppliers as directed by the GM's
- .■Ordering of stationery supplies & refreshments
- .■Responsible for the GM's diaries, travel arrangements and organization of the ir offices
- .■Prioritize action required to be auctioned by the GM's and follow up with the m on an on-going basis to ensure that progress is being made
- .■Ensure necessary information is available for the GM's based on their daily a genda and weekly programme
- .■Assist the GM's with various tasks as assigned.
- .■Organizing workshops and conferences
- .■Administrating Time and Attendance
- .■Taking minutes and distributions of minutes
- .■Capturing and collating data to ensure smooth running of the office
- .■Preparing reports and presentations
- .■Procurement functions and purchase requisitions (buying of stationery, refres hments and office

Reason for Leaving :

The department was relocating to the Western Cape.