

## Experience

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### The Commonwealth Secretariat

DATA MANAGEMENT AND ANALYTICS SPECIALIST

Feb. 2021 - Present (2yrs 5mon)

- Identify and document gaps in open international datasets on socio-economic development initiatives in 56 Commonwealth countries with a combined population of over 2.5 billion.
- Coordinate the dissemination of information, data and visualisations.
- Put together briefs and Country snapshots on the research conducted and on the data available.
- Identify and curate Datasets relevant to the secretariat's activities.
- Identify any issues with the integrity and quality of data used for analysis.
- Work with the office of the Legal Counsel on Data Protection initiatives.
- Implement data structures and data practices for knowledge management initiatives.
- Implement the Data Governance Framework.

### Elizabeth Glaser Pediatric Aids Foundation (EGPAF)

DATA MANAGER - PROGRAMS AND PUBLIC HEALTH EVALUATION

Dec. 2018 - Feb. 2021 (2yrs 3mon)

- Developing and implementing data management plans for pediatric HIV/AIDS research studies and program activities. This includes defining data collection and reporting processes, setting up databases, and ensuring that data is collected and processed in a consistent and accurate manner.
- Training research and program staff on data collection and management procedures, and providing ongoing support and guidance to ensure that data is collected and processed accurately and consistently.
- Design and stress testing of data collection tools, alongside the creation of Standard Operating Procedures for data collection and verification (Software: SurveyCTO, CommCare, CliniOps, ODK/ODK-X).
- Ensuring the integrity and security of research and program data, including implementing appropriate data storage and backup systems. This involves working with IT staff to set up secure data servers and networks, and implementing data security protocols.
- External stakeholder reports development and presentation on research findings.

### Independent Electoral Commission (IEC)

ICT CONSULTANT WITH CBS (NATIONAL & LOCAL ELECTIONS)

Jan. 2017 - Oct. 2018 (1yr 5mon)

- Data analysis & cleaning using Microsoft Excel & KuTools.
- Development & implementation of database backup routines.
- Database security protocol planning, implementation & evaluation.

### www.selibeng.com

WEB DATA ANALYST

Dec. 2016 - Dec. 2020 (4yrs)

- Development & maintenance of the content management framework (WordPress)
- Management of Search Engine Optimization (SEO) meta tags for better online presence.
- Content upload and data extraction using web crawlers and Optical Character Recognition (OCR) tools i.e. WebScraper.io, Able2Extract.
- Running user retention analysis reports based on the traffic metrics.
- Data modelling and cube developments using the Kimball warehousing principles.

### Computer Business Solutions (CBS)

APPLICATIONS DEVELOPER

Jun. 2016 - Dec. 2018 (2yrs 7mon)

- Development of software systems by designing, developing, and installing software solutions
- Determining operational feasibility by evaluating system requirements versus the proposed solutions
- Preparation of technical training manuals for system end-users & administrators
- Project management role in projects using waterfall and agile methodologies (SCRUM)
- Preparation of customer websites analytical reports for progress monitoring and tracking.

## Education

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## Edinburgh Napier University

MSC DATA SCIENCE, PARTTIME

United Kingdom

Period: 2021-2024

- The programme is aimed at those working in a data-related role within their organisation, whether in a technical, software or business context and want to enhance their skills and understanding of contemporary data analysis tools and techniques.

## National University of Lesotho (N.U.L)

BSC IN MATHEMATICS & COMPUTER SCIENCE

Lesotho, Southern Africa

Period: 2012-2016

- Final year project cultural family references inference model (Expert Systems - Python, JavaScript & HTML5 ).

## Microsoft

MICROSOFT CERTIFIED: AZURE DATA SCIENTIST ASSOCIATE

Self-Paced Learning

Issue Date May. 2023

- The certification process includes designing and creating a suitable working environment for data science workloads; exploring data; training machine learning models; implementing pipelines; running jobs to prepare for production; and managing, deploying, and monitoring scalable machine learning solutions.

## Axelos

PRINCE2 FOUNDATION CERTIFICATE IN PROJECT MANAGEMENT

Self-Paced Learning

Issue Date Jan. 2023

- PRINCE2 is a process-based method for effective project management. It stands for Projects IN Controlled Environments, and is used and recognised all over the world. PRINCE2 is completely scalable, and the most recent update to the framework means it can be more easily tailored to each project you undertake.

## ISACA

CERTIFIED IN RISK AND INFORMATION SYSTEMS CONTROL (CRISC)

Self-Paced Learning

Issue Date Jul. 2021

- CRISC validates experience in building a well-defined, agile risk-management program based on best practices to identify, analyse, evaluate, assess, prioritise and respond to risks. This enhances benefits realisation and delivers optimal value to stakeholders.

## British Computer Society

BCS FOUNDATION CERTIFICATE IN DATA PROTECTION

Self-Paced Learning

Issue Date Jul. 2021

- Explores the application of current data protection laws, including the EU General Data Protection Regulation (GDPR), UK GDPR and the UK Data Protection Act 2018. (Certificate Number: 00516874, Candidate Number: GH38716654)

Verify : <http://www.bcs.org/eCertCheck>

## Data Management Association

CERTIFIED DATA MANAGEMENT PROFESSIONAL, DMF-MASTER LEVEL

Self-Paced Learning

Issue Date May 2021

- The Data Management Fundamentals exam covers 14 topics. There are 11 Knowledge areas, plus Data Management Process, Ethics, and Big Data. The exam question coverage by each of the 14 topics is: Data Management Process, Big Data, Data Architecture, Document and Content Management, Data Ethics, Data Governance, Data Integration and Interoperability, Master and Reference Data Management, Data Modelling and Design, Data Quality, Data Security, Data Storage and Operations, Data Warehousing and Business Intelligence, Metadata Management.

Verify : [https://rr.badgr.com/public/assertions/PXadM4KqR-utfus-5ZFtaw?identity\\_\\_email=lehlohonolomakoti@gmail.com](https://rr.badgr.com/public/assertions/PXadM4KqR-utfus-5ZFtaw?identity__email=lehlohonolomakoti@gmail.com)

## The Open Group Architecture Framework

TOGAF® CERTIFIED, LEVEL 1

Self-Paced Learning

Issue Date Apr. 2021

- The Open Group Architecture Framework (TOGAF) is the most used framework for enterprise architecture today that provides an approach for designing, planning, implementing, and governing an enterprise information technology architecture. TOGAF is a high-level approach to design.

Verify : <https://www.credly.com/badges/9a19f234-ded7-4b42-8658-6f6fac4d3df0>

## Microsoft Certified: Data Analyst Associate

DA-100: ANALYZING DATA WITH MICROSOFT POWER BI (PL300)

Self-Paced Learning

Issue Date Aug. 2020

- The Data Analyst Associate certification validates the skills and knowledge required to enable businesses to maximize the value of their data assets by using Microsoft Power BI. Data Analysts are responsible for designing and building scalable data models, cleaning and transforming data, and enabling advanced analytic capabilities that provide meaningful business value through easy-to-comprehend data visualizations.

Verify : <https://www.credly.com/badges/2fe6d66d-03e7-4caa-80bf-b5a5d46699b8>

## Microsoft Certified: Trainer

MICROSOFT CERTIFIED TRAINER 2020/21

Self-Paced

Issue Date Nov. 2020

- Many of Microsoft's software and technologies are technically complex, and professionals may require training from knowledgeable trainers in aspects of their use. In order to make such training generally available, Microsoft has developed the Microsoft Certified Trainer (MCT) Program which grants membership to professional trainers and learning consultants who demonstrate and maintain technical and instructional expertise on Microsoft technologies and who have complied with all requirements.

Verify : <https://www.credly.com/badges/bdec9ab3-0090-46fd-928d-a05521d3c9f5>

## Microsoft Certified: Azure

Self-Paced Learning

MICROSOFT CERTIFIED: AZURE FUNDAMENTALS

Issue Date July. 2020

- Azure Fundamentals exam is an opportunity to prove knowledge of cloud concepts, core Azure services, Azure pricing, SLA, and lifecycle, and the fundamentals of cloud security, privacy, compliance, and trust.

Verify : <https://www.credly.com/badges/34ba6a27-e17a-4ece-9051-08fa12d4337a>

## Codepool Learn (ISACA)

Instructor-led Learning

COBIT 2019 FOUNDATION

Issue Date Apr. 2020

- Effective governance over information and technology is critical to business success, and this new release further cements COBIT's continuing role as an important driver of innovation and business transformation in I.T .

Verify : <https://www.credly.com/badges/92da69e2-0907-4920-9669-e18b704204fb>

## Tableau Software

Self-Paced Learning

TABLEAU 2019 + 2018 TABLEAU DESKTOP SPECIALIST

Issue date Oct. 2019

- Earners of the Tableau Desktop Specialist title use their knowledge of Tableau Desktop and data analytics to solve problems. They have demonstrated understanding of Tableau core concepts and terminology. Desktop Specialists are able to connect to, prepare, explore and analyze data, and share their insights.

Verify : <https://www.credly.com/badges/113fde7c-a2a4-4c9b-a594-017f940a1eab>

## Big Data Framework (APMG International)

Self-Paced Learning

ENTERPRISE BIG DATA PROFESSIONAL

Issue date Aug. 2019

- The Enterprise Big Data course is the first level of the Big Data Framework course curriculum and certification program, that is globally recognized and accredited by APMG-International. The curriculum provides a vendor-neutral and objective understanding of Big Data architectures, technologies and processes.

Verify : <https://www.credly.com/badges/0185558d-6afc-4e6e-92e8-c0509cae105e>

## Cornell University (eCornell)

Online Platform

DATA ANALYTICS

Issue date May. 2019

- The 3 tiered certification provides learning on statistical and scientific methods for data analysis through hands-on exercises, the following courses make up the certification : Understanding and Visualizing Data, Implementing Scientific Decision Making and Using Predictive Data Analysis.

Verify : <https://www.dropbox.com/s/8zfmoo8beqkz819/Data%20Analytics%20-%20Cornell%20Lehlohonolo%20Makoti.pdf?dl=0>

## Microsoft - Data Science (OpenEdx)

Online Platform

PROFESSIONAL CERTIFICATE: DATA SCIENCE TRACK

Issue dates Oct. 2018 & Jan.2019

- DAT101x: Introduction to Data Science

Verify : <https://courses.edx.org/certificates/f829b67e9a8948ccbffa8bfbf8b5cf85>.

- DAT207x: Analyzing and Visualizing Data with Power BI

Verify : <https://courses.edx.org/certificates/eccfc7fcc4694bd2823128b32c706424>

## FHI 360: The science of improving lives

Online Platform

RESEARCH ETHICS TRAINING CURRICULUM

Issue date Dec. 2018

- Human research ethics rest on three basic principles: respect, beneficence and justice. This are the key fields that are covered in obtaining and preparing for the certification.

Verify : [https://www.dropbox.com/s/sdztzh2s6z3o08e/RETC\\_Certificate\\_Lehlohonolo%20Makoti.pdf?dl=0](https://www.dropbox.com/s/sdztzh2s6z3o08e/RETC_Certificate_Lehlohonolo%20Makoti.pdf?dl=0)

## University of Capetown

Online Platform

PROFESSIONAL CERTIFICATE

Issue date Feb. 2018

- Data Analysis

Data-driven decision-making, Research questions for data analysis, Organising data in Microsoft Excel, Statistical analysis using Microsoft Excel, Introduction to databases and SQL, Interpretation of outcomes and Data presentation and visualisation.

Verify : <https://www.dropbox.com/s/i8zz03dinojopjt/Data%20Analysis%20UCT-Getsmarter.pdf?dl=0>

## Axelos: Global best practices

Classroom Training

ITIL FOUNDATION CERTIFICATE IN IT SERVICE MANAGEMENT

Issue date Nov. 2017

- focuses on aligning IT services with the needs of business and their adaption to good IT practices

Verify : <https://www.dropbox.com/s/r8uijxifw4olza5/ITIL%20Foundation.pdf?dl=0>

# Association Memberships

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## PROFESSIONAL & BUSINESS

2020	<b>Information Systems Audit and Control Association (ISACA)</b> , International professional association focused on IT (Information technology) governance.	ID: 1230441
2021	<b>Data Management, United Kingdom</b> , DAMA International is dedicated to advancing the concepts and practices of information and data management and supporting DAMA members and their organizations to address their information and data management needs.	ID: 62660859
2021	<b>The Open Group (The Open Group Framework - TOGAF)</b> , The Open Group is a global consortium that enables the achievement of business objectives through technology standards.	ID: 724185
2021	<b>British Computer Society (BCS), The Chartered Institute for IT</b> , BCS is a charity with a royal charter, its agenda is to lead the IT industry through its ethical challenges, to support the people who work in the industry, and to make IT good for society.	ID: GH38716654
2022	<b>The Data Governance Institute</b> , The Data Governance Institute is the industry's oldest, best known source of in-depth Data Governance best practices and guidance. Founded in 2003, it's the number one recognized name in the industry, with practitioners around the world consistently reporting that they have based their programs on the DGI Data Governance Framework and supporting materials	ID: ch-3KN6y3Lb...
2023	<b>Axelos Global Best Practices</b> , AXELOS is a joint venture set up in 2014 by the Government of the United Kingdom and Capita, to develop, manage and operate qualifications in best practice, in methodologies formerly owned by the Office of Government Commerce (OGC). PeopleCert, an examination institute that was responsible for delivering AXELOS exams, acquired AXELOS in 2021.	ID: N/A

# Professional skills & Interests

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## Cloud and Database management tools

### DATABASE CLIENTS AND SERVERS

- Microsoft Azure
- MySQL, Postgres SQL (Basic), Microsoft SQL Server, Microsoft Access
- MySQL workbench/CLI, HeidiSQL, phpMyAdmin, db Forge Studio, DBeaver

## Programming languages & Technical software

### DEVELOPMENT TOOLS

- **Solution Development:** HTML5 & CSS3, JavaScript, Android (C#, XAML)
- **Version Control:** Azure DevOps, Git (Command-Line, Github, GitLab, BitBucket, GitGraken), OneDrive business

## Project Management & Coordination

### REPORTING & MANAGEMENT TOOLS

- **Communication:** Slack, Teams
- **Management:** Trello, Microsoft Project, Microsoft Data Platform, SharePoint, Asana
- **Reporting (Visualisation):** Tableau Desktop, Microsoft PowerBI, Microsoft SQL Server Reporting Services
- **Process Management:** ArchiMate (BPMN2.0) (intermediate)

## Data Management

### DATA ANALYSIS, COLLECTION & SURVEY TOOLS

- **Data Collection:** SurveyCTO, CommCare, OpenDataKit-ODK, CliniTrial (Cliniops)
- **Data Solutions Architecture:** Azure Synapse, Python (Base Python, PySpark), PowerBI (Datamarts/Dataflows)
- **Data Democratisation:** Azure Purview, OpenDataKit-ODK (Aggregate)