

# MZWANDILE THOKOANE

Ntjabane, Teyateyaneng Reserve, P.O. Box 91, Berea 200, Lesotho

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## Professional Summary

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Ambitious Assistant Physical Planner with more than six years' experience in community work and layout designing. Thrives in fast-paced environments in which deadlines are the priority and multi-tasking is the norm.

## Skills

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- Proficiency at GIS, QGIS ArcView and ArcInfo;
- Site investigation reports;
- Entitlement coordination
- Permitting and administration knowledge;
- Proficiency ay Statistical Package for Social Sciences;
- Proficiency I AutoCAD;
- Freehand sketching;
- Microsoft Office expert;
- Motivated Self-Starter

## Work History

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### Valuation Assistant - June 2006

#### Maseru City Council – Maseru, Lesotho

- Updated valuation roll for Maseru City Council's landed property for insurance reasons;
- Prepared field papers for field workers to carry-out work easily

### Correctional Officer – February 2007 to April 2008

#### Lesotho Correctional Service – Maseru Lesotho

- Kept safe and secure custody of inmates;

- Provided Rehabilitation of inmates through home interviews, victim-offender mediation and organizing pastoral services;
- Taught inmates numeracy and literacy skills

### **Teacher – May 2008 to August 2008**

#### **Ministry of Education and Training – Matlakeng Government Secondary School Mokhotlong Lesotho**

- Prepared and delivered lessons to a number of different ages and abilities;
- Marked work gave appropriated feedback and maintained records of learners' progress and development;
- Researched new topic areas, maintaining up-to-date subject knowledge and devised and wrote new curriculum materials;
- Selected and used a range of different learning resources and equipment;
- Prepared pupils for qualifications and external examinations;
- Managed pupil behavior in the classroom and school premises and acted accordingly and effective measures in cases of misbehavior;
- Undertook pastoral duties;

### **Assistant Physical Planner – September 2008 to date**

#### **Ministry of Local Government, Chieftainship and Parliamentary Affairs; Berea District Council, Lesotho**

- Preparing landuse and settlement plans for the allocating authority to carry out its duties;
- Processing planning applications;
- Providing appropriate planning advise that is in compliance with the Legislation;
- Liaising with the allocating authority in the management and promotion of orderly and planned environment;
- Collaborating with all stakeholders in the process of discharging planning services;
- Cooperating with the responsible Senior Physical Planner and Physical Planning Division in the process of preparing local plans, structure plans and regional plans;
- Advising the local council on technical and legal issues pertaining to development control matters in accordance with Legislation and Planning Guidelines and Standards.

## Education

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**Bachelor of Arts** – Urban and Regional Planning

**National University of Lesotho** – Roma, Lesotho 2006

**Cambridge Overseas Schools Certificate**

**Methodist High School** – Maseru, Lesotho 2000

## Short Courses

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**Planning and Management of Sustainable Cities**

**Human Settlement Management Institute** – New Delhi, India 2013

**Management and Analysis of Geo-Spatial Data using ArcGIS 9.1x**

**Regional Centre for Mapping of Resources for Development** – Nairobi, Kenya 2010