

Veliswa Zicina

Dimbaza, Eastern Cape | langandema@gmail.com | 075 228 7337 | LinkedIn: [linkedin.com/in/veliswa-zicina-21b780291](https://www.linkedin.com/in/veliswa-zicina-21b780291)

Professional Summary

Dynamic Administration Officer and Project Manager with 14+ years of experience in government and community-based initiatives. Skilled in stakeholder engagement, team leadership, and operational efficiency. Proven ability to deliver high-impact projects, train and manage staff, and foster community development. Known for strategic thinking, adaptability, and a strong commitment to public service.

Professional Experience

Local Electoral Project Manager

Independent Electoral Commission | Alice, EC | 2009 – 2023

- Planned and executed multiple electoral projects across diverse communities, ensuring 100% compliance with IEC protocols.
- Recruited and trained over 500 staff, implementing modular training that increased staff efficiency by 30%.
- Spearheaded community outreach campaigns that boosted voter turnout by 18% in key areas.
- Compiled and presented reports to senior management and stakeholders, influencing regional strategies.

Assistant Project Coordinator

Independent Electoral Commission | Stutterheim, EC | June 2008 – September 2009

- Assisted in project planning and logistics, supporting efficient workflows and operational success.
- Maintained accurate system records and document archives to ensure effective data management.
- Coordinated outreach initiatives and supported community engagement.
- Compiled detailed reports documenting progress and insights for continuous improvement.

Skills

Core Skills: Project Planning, Team Leadership, Community Engagement, Stakeholder Communication

Technical Tools: MS Project, Asana, Kanban, Microsoft Office

Soft Skills: Conflict Resolution, Public Speaking, Negotiation, Time Management, Adaptability

Education

Senior Certificate, St. Matthew's High School, 1995

Bachelor of Social Science (Communication) – Incomplete, University of Fort Hare, 2001

Professional Development

- Google Project Management Certificate – Coursera
- Introduction to Agile – Coursera
- Strategic Human Resources Management – School of Governance
- Conflict Analysis – United States Institute of Peace
- Mediating Violent Conflict – United States Institute of Peace
- Mentoring and Coaching – Faranani ETDP Seta
- Facilitation Skills – Faranani ETDP Seta
- 21st Century Soft Skills – Honoris United Universities

Activities & Interests

Philanthropy | Literature | Yoga | Travel | Mentorship | Writing

References

Bongani Zwane
Regional Supervisor
Zwaneb@elections.org.za | 083 759 8062

Thuleka Kholisa
HR Manager
Kholisat@elections.org.za | 043 709 4200