**Curriculum Vitae**

**Eric van Lavieren**  
**Personal information**

**Name:** Eric Cornelis Jacobus

**Surname:** Van Lavieren

**ID Number:** 670217 5014 08 8

**Birth Date:** 17/02/1967

**Address:** Plot 320

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**Telephone:** 082 8332 667

**E-mail:** [eric.vanlavieren@mobileemail.vodafonesa.co.za](mailto:eric.vanlavieren@mobileemail.vodafonesa.co.za)

**Qualification:** Bcom (Law)

Bcom (Honors Economics)

DTE (Postgraduate Honors Diploma In Education)

**Marital Status:** Married

**Children:** Two (2)

**Education**

**Secondary School: Hoërskool Evander** (1981-1985)

Subjects: 1. Afrikaans (First Language) E

2. English (Second Language) F

3. Mathematics. B

4. Science (Applied) E

5. Geography. E

6. Accountancy. C

**Tertiary Education.**

**University: University of Pretoria** (1987-1990)

**Degree: Baccalaureus Commercii (Law)**

Subjects: 1. Mercantile Law

2. Latin

3. Financial Accounting.

4. Private Law.

5. Economics.

6. Legal History.

**University: University of Pretoria** (1991-1992)

**Degree: Baccalaureus Commercii Honors (Eco)**

Subjects: 1. Micro Economics.

2. Macro Economics.

3. Public Finance.

4. Research Methodology.

5. Money and Banking.

6. International Economics.

7. Economic Development.

8. Economic Methodology.

**University: University of South Africa (UNISA)** (2003-2009)

**Postgraduate Diploma: Honors Diploma in Tertiary in Education (DTE)**

Subjects: 1. Theoretical Framework in Adult Education.

2. Teaching, Learning and Development in Adult Education.

3. The Adult as Lifelong Learner.

4. Curriculum Development and Instructional Design in Adult Education.

5. Learning Facilitation and Support Systems in Adult Education

6. Instructional Techniques in Adult Education.

7. Technology in Adult Education.

8. Evaluation and Assessment in Adult Education.

9. Leadership and Management in Adult Education.

10. Research in Adult Education.

**Other courses and achievement**

* Completed an ETDP Assessor’s course in February 2003.
* Helped to develop the curriculum for LED officer of the Municipality.
* Elected to the equity plan committee for 2004.
* Done a course in learning techniques and facilitation in learning techniques.
* Facilitate in LED and PA Learnership.
* Assessing in LED Learnership.
* Been appointed as market for Labour Relations N5 exam Papers (2005-2012)
* Got a first aid team going at the school (2010-2012)
* Organise the tennis for the school (2010-2012)

**Work Experience.**

**Permanent Work:**

**Employer: Heel and Key Bar** (Jun 1993 – Aug 2001)

**Position: Manager**

**Responsibilities:** 1. Running of the business on a day-to-day basis.

2.Managing the finances of the business on a daily basis as well as the future planning.

3. Purchases for all the stock for 2 branches and the sales for Germiston branch.

4. Management of all the staff for the Germiston branch.

5. Remuneration of all the staff for Germiston branch.

6. Stock-take for the Germiston Branch at the end of the financial year.

**Employer: Ehlanzeni FET Nelspruit Campus (**Nov 2004 – Jan 2007)

**Position: Lecturer**

**Responsibilities:** Subjects lectured ie: Applied Accounting, Economics and Legal environment, Office Practice, Entrepreneurship, Sales Management, Labour Relations, Personnel Training, Personnel Management, Small Business Management.

**Employer:** **Cti Nelspruit Campus** (Feb 2007 – Jun 2009)

**Position: Lecturer/Academic Coordinator/Acting Principal.**

**Responsibilities: Lecturer.**

* Controlling the submission of the assignments.
* Extra classes to assist in the subject.
* Subjects lectured ie: Marketing, Principles of Quantitative Methods, Organizational and Business Structures, Economics, Principles of Management, Business Communication, Fundamentals of Financial Control, Organization Structures, Managerial Economics, Business Law and Introduction to Accounting.

**Academic coordinator**

-Coordinate all academic matters between Cti and accredited academic partners ie: London School of Business and management (LSBM), National Computer Center (NCC) and Midrand Graduate Institution (MGI).

- Coordinate all academic matters between Cti and the lecturers ie: Interviewing and appointing part time and full-time lecturers; supervising coordinating and monitoring of lecturers.

- Coordinate all academic matters between Cti and the students ie: monitoring the results of the students; assuring that all students get the academic support.

- Administrative support ie: planning and controlling of the budget for the Instructors led training (ILT); set tests on perception (soft-ware programs); send monthly progress reports to students sponsors.

**Acting Principal**

-Acting as principal from the beginning of service when the principal was off campus.

- Controlling sales staff/student advisors.

**Employer: Blue Ridge Platinum** (Jun 2009 – Jun 2010)

**Position: Human Resource Officer.**

**Responsibilities: -**All the Human Resource functions.

**-**Distribution of staff

-Recruiting of Staff

-Controlling AWOP’s

-Controlling Red Tickets and making sure that everybody is legal in that their red tickets are current.

-Controlling the TEBA registrations of the foreigners and making sure that their passports are up to date.

-Managing the human resource clerks.

-Being a panel member during interviews.

-Making sure that the people are placed in the right gangs, and controlling movements and recruitment of the Cat B staff.

-Making sure that the staff compliment are correct.

**Contract work:**

**Employer: Mic-Dan Electrical** (Aug 2001 – Nov 2002)

**Position: Site Manager.**

**Responsibilities:** 1. Managing the site.

2. Nine people working under me.

3. Responsible for all the LDV’s and the services there of.

4. Report direct to the owner of the business.

5. Responsible for the site, and the economic feasibility, thereof.

6. Do employment of staff and staff reductions.

**Employer: Ehlanzeni FET Nelspruit Campus** (Jan 2003 – Oct 2004)

**Position: Lecturer.**

**Responsibilities:** Subjects lectured (same as above)

**Employer: Hans Moore Hoërskool** (Aug 2010 – current)

**Position: Educator**

**Responsibilities:** 1. Subjects lectured ie: Accounting and Business studies.

2. Subject head of business studies (2010-2012)

3. Organise the tennis for the school (2010-2012)

4. Couched cricket (2011)

5. In charge of the first aid team of the school. The team was started beginning 2011. It consists of 24 members.

6. Helped with the couching of the long jump. (2011)

7. Drive the school bus as from Jun 2012

8. Responsible for the budget for Business studies, Tennis and First Aid.

9. Responsible for the stock take at the end of every year.

**References.**

**Heel and key bar:**

**Contact person:** Mr MJ Van Lavieren (owner)

**Tel:** (011) 965 1756

**Ehlanzeni FET Nelspruit Campus:**

**Contact person:** Mr Gondwe

**Tel:** (013) 741 3016

**Hans Moore Hoërskool:**

**Contact person:** Mr J Hattingh

**Tel:** (011) 425 1007

I hereby declare that everything above is the truth.

ECJ van Lavieren

Signed at Benoni on the 16th October 2012.