KOKETSO PRISCILLA MODIBA

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Driver's License: C1 (Code 10)

PROFESSIONAL SUMMARY

Results-driven Administrative and Programme Support Professional with experience in office administration, curriculum coordination, stakeholder engagement, reporting, and event management within the NGO sector. Proven ability to support programme implementation, coordinate training sessions, manage operational logistics, and compile management reports. Diploma in Small Business Management with strong organisational, analytical, and communication skills. Adaptable, detail-oriented, and committed to operational excellence and continuous improvement.

WORK EXPERIENCE

Acting Programmes Manager

Camp Sizanani Life Skills (NPO)
January 2026 – Present

- Developed, reviewed, and adapted lesson plans to ensure alignment with programme objectives and quality standards.
- Monitored and evaluated camp and club reports, providing structured feedback to improve programme delivery.
- Compiled progress reports for senior management to track performance and outcomes.
- Planned and coordinated facilitator training sessions to strengthen programme implementation.
- Collaborated with internal and external stakeholders to support club initiatives and special projects.
- Supported scheduling, activity planning, and operational coordination across multiple clubs.

Office Assistant

Camp Sizanani Life Skills (NPO)
January 2024 – December 2025

- Managed filing systems, document organisation, and administrative record-keeping.
- Captured and maintained accurate data across internal systems and stipend tracking sheets.
- Updated financial and administrative records to support operational compliance.
- Coordinated communication between staff, facilitators, and stakeholders.
- Managed phone correspondence, email communication, and office enquiries.
- Supported logistics and administrative coordination for programmes and events.

Life Skills Facilitator (Part-Time)

Camp Sizanani Life Skills
January 2024 – Present

- Facilitate structured life skills sessions covering civic education, personal hygiene, body safety, rights, and responsibilities.
- Adapt instructional strategies to suit different age groups and developmental stages.
- Create safe, inclusive learning environments to encourage participation and social development.
- Conduct pre- and post-session assessments to measure learner progress and behavioural impact.
- Collaborate with stakeholders to address learner needs and improve programme effectiveness.

COMMUNITY ENGAGEMENT & PROJECTS

Event Coordinator

Western Cape Provincial Parliament
12 December 2025

Event: *Toward Substantive Gender Equality: Celebrating and Empowering Partnerships That Protect Young Women and Girls*

- Coordinated planning and delivery of a high-level stakeholder event involving policymakers, donors, civil society, and UN representatives.
- Managed event logistics, programme scheduling, and on-the-day execution.
- Liaised with government departments, including the Western Cape Department of Social Development.
- Supported keynote speakers and panel discussions focused on gender equality policy and partnership development.

Volunteer

Enactus UJ
February 2020 – December 2021

- Provided business development support to small and medium-sized enterprises (SMMEs).
- Assisted with strategic planning, problem-solving, and growth solutions.
- Developed strong analytical thinking and stakeholder engagement skills.

EDUCATION

Diploma in Small Business Management
University of Johannesburg
February 2020 – July 2023

- Specialised in entrepreneurship, marketing, financial management, and business operations.
- Gained practical experience in business strategy development, market analysis, and financial planning.

National Senior Certificate
Norkem Park High School
January 2014 –December 2018

Key Subjects: Pure Mathematics, Accounting, Business Studies, Life Sciences

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CORE SKILLS

- **Administrative Support:** Data capturing, document management, filing systems, record keeping, and office coordination
- **Programme & Project Support:** Curriculum coordination, training planning, scheduling, reporting, monitoring, and evaluation (M&E), stakeholder communication
- **Event Coordination:** Logistics management, programme scheduling, stakeholder liaison, and on-site coordination
- **Technical Skills:** Microsoft Office 365 (Word, Excel, PowerPoint, Access)
  Google Workspace (Docs, Sheets, Slides, Forms)

PROFESSIONAL SKILLS

- Strong written and verbal communication
- Stakeholder engagement
- Time management and deadline adherence
- Problem-solving and analytical thinking
- Team collaboration and leadership support
- Report writing

REFERENCES

Available upon request