Tshepo Madinane

1704 Nozizwe Street Moleleki Ext 3 Katlehong 1431

0789077019 | tshepom335@gmail.com

PROFESSIONAL SUMMARY

Dedicated and detail oriented Environmental Planning & Development graduate with experience in programme coordination, operations support, compliance administration, stakeholder engagement, and site based reporting. Skilled in administrative coordination, documentation management, payroll support, field monitoring, and project reporting within community and development-focused environments. Experienced in supporting operational efficiency through accurate recordkeeping, site visits, attendance monitoring, data collection, and stakeholder liaison. Possesses strong organisational, communication, and problem solving skills, with a solid understanding of environmental compliance, occupational health and safety principles, and project coordination. Seeking to contribute administrative, coordination, and reporting expertise within a facilities and operations environment while supporting efficient maintenance planning, compliance processes, and organisational objectives.

EDUCATION

2023
- **University of Zululand**
  BA (Environmental planning & Development)

2014
- **Phumula Gardens Secondary School**
  National Senior Certificate

SKILLS

- Facilities & Operations Coordination
- Administrative Support & Reporting
- Site Monitoring & Field Reporting
- Stakeholder Engagement
- Code 10 Driver’s license
- Occupational Health & Safety Awareness
- Environmental Compliance
- Data Collection & Analysis
- Team Coordination & Leadership
- Problem Solving & Communication

EXPERIENCE

Apr 2025 - Present
- **Social Employment Fund Project Coordinator**
  Johannesburg Inner City Partnership
  •Coordinate Social Employment Fund (SEF) participant onboarding, profile management, and termination processes using the Kwantu System and shared digital filing platforms.
  • Manage participant documentation and maintain accurate records to ensure compliance and operational efficiency.
  • Monitor attendance, timekeeping, and biometric tracking systems while following up on discrepancies with project partners.
  • Conduct partner site visits to monitor programme implementation, verify operational compliance, and provide administrative support.
  •Support payroll preparation processes through timesheet verification, attendance reconciliation, and reporting coordination.
  • Assist in preparing operational and monthly programme reports for management and stakeholders.
  • Coordinate park activation support activities and ensure submission of supporting evidence for programme reporting.
  • Collect field data, conduct surveys, compile photographic evidence, and support impact assessment exercises.
  • Provide ongoing operational and administrative support to programme leadership as required.

2023 - 2024

- **Volunteer**
  Dlala Nje Community Centre
  • Coordinated community programs aimed at promoting environmental awareness and sustainability.
  • Facilitated workshops and events to educate residents on climate change adaptation.
  • Assisted with logistical coordination for community activities and youth development programmes.
  •Conducted mentorship and skills development activities focused on leadership, first aid, teamwork, and community engagement.
  • Demonstrated strong communication, organisational, and stakeholder engagement abilities within a community-based environment.

CERTIFICATIONS

- ISO 14001:2015 Environmental Management Systems
- ISO 50001:2018 Energy Management Systems
- Health and Safety Introduction Course

REFERENCES

- **Lindokuhle Ngema - "Johannesburg Inner City Partnership "**
  Social Employment Fund Programme Manager
  071 146-6158
- **Sifiso Zikhali - "Dlala Nje"**
  Deputy CEO
  0670828168
- **Mr S Mdletshe - "University of Zululand "**
  Geography Tutor
  0620757734