

CURRICULUM VITAE OF MAPHOLI MUTSHIDZI

PERSONAL DETAILS

Surname : Mapholi
Full Name : Mutshidzi
Gender : Female
Identity Number : 9803140645084
Date of Birth : 1998/03/14
Marital Status : Single
Nationality : South Africa
Place of Birth : Thohoyandou
Home Language : Tshivenda
Other Language : English
Physical Address : Courtyard apartments, Maynooth University
Postal Address : CY Hawthorn, Apartment 2, 1st floor, Room D
North Campus Student Residences,
Maynooth university
Maynooth, Co. Kildare
W23 C6TO
Ireland
Email address : mmordecaiii@gmail.com
Cell Number : +353 87 487 9067
Driver's License : Code C1

Language Proficiency

Languages	Speak	Read	Write
Venda	Good	Good	Good
English	Good	Good	Good
Tsonga	Good	Good	Good
Xhosa	Fair	Fair	Fair
Zulu	Good	Fair	Fair

EDUCATIONAL QUALIFICATIONS: SECONDARY EDUCATION

Highest School Attended : Thohoyandou secondary school.
High Grade Passed : Grade 12
Subject Passed : English, Tshivenda, Economics, Business
studies, Accounting,
life orientation.
Year : 2015

EDUCATION AND TRAINING

ACADEMIC QUALIFICATIONS

Qualifications	Name of Institution	Place Obtained	Year Obtained
Bachelor of Arts in Development Studies	University of Venda	Thohoyandou, South Africa	2019
Honours Degree in Gender studies	University of Venda	Thohoyandou, South Africa	2020
Master of Arts in International Development	Maynooth University	Co.Kiladre, Ireland	Enrolled
I Know Gender 1-2-3: Gender Concepts to get Started; International Frameworks for Gender Equality; and Promoting Gender Equality throughout the UN System	UN Women	Online Short course	2023

EMPLOYMENT HISTORY: 2 years Working Experience in Property Management

Employer	Department of Agriculture, Land Reform and Rural Development
Nature of Business	Property Management (Property Holdings and Disposals)
Position	Intern
Dates of Service	01 July 2021 yo 30 June 2023

Responsibilities

- Implementation of Interim Protection of Informal Land rights intervention.
- Facilitating community resolutions for commercial development through long-term lease on state land DALRRD properties (mining, shopping mall, shopping complex, filling station, retail and telecommunication Mast).
- Process application for limited right on DALRRD State land properties (servitudes, hunting and prospecting rights)
- Conduct site inspection to identify land use and beneficiary occupants.
- Conduct property search through Deedsweb, Law information system CSG, Limpopo state land register I, PLAS register and Allocation Report.
- Consolidate report for Rates and Taxes payment for the Limpopo local Municipalities and submit to Director PM and Finance as per request.
- Prepare a consent letter for registration of subdivision on state Land properties.
- Prepare memorandum of authorisation for community resolutions.
- Scanning and capturing development applications on PSLVDC Tracking system after DSSC recommendation.
- Deal with land dispute between two or three Traditional Authorities.
- Managing property holdings and disposals project book.
- Record keeping for all applications for disposals and commercial development.
- Acknowledging new applications for disposals and commercial development
- Packaging and filing property holdings and disposals applications alphabetically and per Municipality.
- Taking Minutes for property management unit
- Liaise with stakeholders and communities on land inclusion projects.
- Compiled project report monthly and submit to DMC

Employer	Department of Agriculture, Land Reform and Rural Development
Nature of Business	Tenure Reform Implementation
Position	Intern
Dates of Service	01 July 2022 to 30 October 2022
Responsibilities	<ul style="list-style-type: none"> • Facilitated community resolutions for both disposals and commercial development projects through Interim Protection of Informal land rights Act (IPILRA). Meeting up with various CPAs to check the progress of their project and collection of progress reports. • Investigated enquiries relating to communal tenure such as boundaries disputes between communities. • Filling and bookkeeping of Memorandums and reports for CPAs • Facilitating meetings for CPAs executive committees •

Sales assistant experience (Entry Level)	
Employer position	Mr. price Retail sales assistant
Dates of service	March 2020 to December 2020
Responsibilities:	
<ul style="list-style-type: none"> • Maintaining a clean appearance of the store. • Inspecting stock to ensure that it is priced correctly. • Assisting with stock taking. • Delivering an excellent shopping experience by resolving all customer complaints. • Providing shopping advice to clients and help locate required products. 	

SPECIALIST KNOWLEDGE/SKILLS ACQUIRED

Act/Policies	Level of knowledge		
	Basic	Intermediate	Advance
Constitution of South Africa act 108 of 1996			Advance
State Land Disposal Act 48 of 1961			Advance
State Land Lease and Disposal Policy approved 2013 amended 2019			Advance
Restitution of Land rights Act 22 of 1994			Advance
Interim Protect of informal Land Rights act 31 of 1996			Advance
Vesting Guidelines (2017_approved)			Advance
Land Title Adjustments act 111 of 1993			Advance
Public Service Act, 1994			Advance
Public Finance Management Act, 1999			Advance
Upgrading of Land Tenure Rights act 112 Of 1991			Advance

PROFESSIONAL/PERSONAL SKILLS

Skills/Attributes	Level of Skills/Attributes		
	Basic	Intermediate	Advance
Written and verbal communication skills			Advance
Presentation and Facilitation skills			Advance
Project Management Skills			Advance
Planning and Organizing skills			Advance
Training and Interpersonal Skills			Advance

Analytical and research skills.			Advance
Report and writing skills.			Advance
Teamwork and Computer literacy			Advance
Customer service			Advance
Organization			Advance

REFERENCES

Referees: Name MF MAKHUVHA
 Institution Department of Agriculture, Land Reform and Rural Dev.
 Telephone number +2771 607 7928

Referees: Name Moses Nemukula
 Institution Mr. Price
 Telephone number +2783 313 9135

Referees: Name Luis Dias
 Institution Irish Council for International Students
 Telephone number 015 230 5000/071 999 0792