
MOTSHABI ELIZABETH OLGA SEMA

Cell: 0824606162 E-mail: olga@olemera.com

A motivated, resilient, result-oriented individual who leads by example, offering broad-based experience and providing excellence in leadership. A highly analytical decision maker with considerable experience in operating and creating innovative benefit of correct and intellectual language usage , along with proven history of successfully planning and implementing strategic goals, increasing entrepreneurial productivity with perfect leadership skills, while endeavouring to turn around difficult situations.

Managing of a diverse group of audience and aspirants or trainees, steering them to plan and implement appropriate strategies to achieve results. Collaborative approach with good interpersonal skills to engage, motivate and encourage others through change. Focused on creating a motivated and professional workforce.

Ascertains needs and goals, streamlines existing operations, envisions new concepts and future trends, and follows through with development, direction and accomplishment. Effectively communicates direction, commits empowered people to action, and conveys complex information in a simple and understandable format. Driven to achieve positive results and deliver excellence. Works effectively and efficiently in different contexts, with the ability to adjust to evolving circumstances and priorities.

AREAS OF EXPERTISE

- ▶ Strategic planning and implementation
 - ▶ Risk management and Corporate Governance
 - ▶ Change management
 - ▶ Training and development
 - ▶ Introduction of different language and Entrepreneurial activities
 - ▶ Building strategic relationships and alliances
 - ▶ Project management and spearheading key projects, Initiatives and Rollouts
 - ▶ Performance improvements and management
 - ▶ Language acquisition and Entrepreneurial aspects development and management
 - ▶ Public speaking – confident when presenting to stakeholders
 - ▶ Developing and executing strategic training goals
 - ▶ Budget preparation and administration
 - ▶ People and talent management and empowerment
 - ▶ Lesson planning as well as competency in application of different areas.
 - ▶ Report writing – compilation, analysis, integration, interpretation, commentary.
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EDUCATION and QUALIFICATIONS

1990	National Higher Education Diploma	University of Johannesburg
1987	Masters in Arts	University of Johannesburg
1983	Bachelor of Arts (Hons)	University of Johannesburg
1980	Bachelor of Arts	UNISA

ADDITIONAL PROFESSIONAL ATTENDANCE CERTIFICATES

- 2001: 3 days Strategic Planning workshop presented by Biblionef
- 2000: Communication and Peak Performing Teams course presented Taylor Training Solutions
- 1994: Junior Managers course presented by the Public Service Institute
- 1989: Supervisor Safety Training course presented NOSA
- 1986: Course in Programming for the language laboratory presented by SAALT
- 1985: Heads of Department course presented by Department of Education Training
- 1983: Course in Programming for the language laboratory presented by SAALT
- 1982: New Dimensions: a program designed to increase human effectiveness presented by Lead the Field Africa
- 1981: Secondary School Guidance Teachers course presented by NIPR

CAREER SUMMARY

Dates	Positions
2012 to date	Facilitator of Youth Projects
2003 – 2012	Project Organiser at ATKV
2000 – 2001	Facilitator for Languages (English & Afrikaans) - Gauteng Department of Education
1995 – 1999	Facilitator for Languages - Gauteng Department of Education
1986 – 1994	Subject Advisor for Afrikaans - High Schools in Soweto and Alexandra
1985 – 1986	Deputy Headmaster - High School in Soweto
1981 – 1984	Head of Department for Languages - High School in Soweto
1968 – 1980	Educator for Afrikaans – Various High Schools in Soweto

PROFESSIONAL EXPERIENCE**Educator**

Ensuring quality deliverance of subject contents by:

- preparing the work to be presented to the learners in time.
- using necessary teaching aids to ensure that the learners acquire proper and needed knowledge skills.
- controlling and marking of learners' books.

- doing remedial work
- conducting tests, classwork, examination for quality promotion of learners from one grade to the next.

Head of Department

Strategic planning for Language Department section by:

- ensuring quality teaching and learning of languages
- managing the proper delivery of the syllabus contents
- visiting classes to monitor and mentor the process of teaching and learning.
- checking the learners' work progress
- appraising teachers for promotion and self-empowerment.
- to ensure proper deliverance of quality education for all
- helping in the management of the school.

Deputy Headmaster

Ensuring quality management of the school by:

- assisting the principal in the facilitation by ensuring professional development, management, and support services to adjudicators as well as management of the whole school
- compiling and managing the timetable.
- managing both physical and personnel resources and ensuring improvement of the quality of professional practice and so improve the quality of learning for all South Africans.
- conducting and facilitating staff meetings
- resolving conflicts among all stakeholders involved in the school curriculum in order to sustain, maintain and promote labour peace.
- assisting the principal with the facilitation of the processes for collection of the school funds
- arranging, facilitating, and conducting class visits to monitor classroom and lessons processes.
- assisting the headmaster in facilitating the processes for payment of salaries service conditions, benefits, etc

Subject Adviser

- strategic planning for supporting, monitoring, assessing teaching and learning.
- development and distribution of learning material for learning processes at schools.
- organizing, facilitating, and conducting workshops, classroom observation, seminars, and conferences.
- dissemination of new information from the Department's head office.
- moderation and assessment of oral and written examinations
- monitoring of written Examinations.
- supervision of marking of the final Matric exam scripts.
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Facilitator for Languages in the GDE:

Ensuring quality learning of languages by:

- strategically planning for Afrikaans and where necessary also planning to work across the board.
- organizing, facilitating, and conducting meetings and workshops for educators
- visiting schools, doing classroom observations to monitor and mentor progress made by educators.
- supporting, monitoring, and assessing the process of teaching and learning in the district.
- dissemination of new information from the Department's head office.
- moderation and assessment of oral and written examinations
- monitoring of written Examinations
- supervision of marking of the final Matric exam scripts.

Representing the GDE at National Education level as a convenor to manage and facilitate Languages while still executing my duties as a language facilitator at a District level: 1996-1997

The role entailed:

- attend meetings arranged and facilitated by the Department of National Education and acquire knowledge concerning the basics of C2005.
- arrange and facilitate meetings at Provincial level to give feedback to all stakeholders.
- I also served as a member of Further Education and Training team which helped formulate the Rational and S.Os' for LA LLC
- Initiate, facilitate and conduct seminars and conferences to develop Afrikaans educators in Gauteng.
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Project Organizer:

Ensuring proper acquisition of Afrikaans among the non - Mother tongue speakers of Afrikaans by:

- Organizing and planning relevant workshops for in service training of educators
- Planning, writing, duplicating and sending of invitation letters to all the relevant schools in a targeted Province
- Planning the necessary budget for those workshops per Province
- Compiling and managing a working program
- Acquiring relevant experts as presenters of this workshops
- Arranging sponsorship for concerts and conferences
- Consulting with relevant people before planning for the work I am focusing on.

Ensuring proper acquisition of business skills among the Primary Schools' learners to prepare them as future Entrepreneurs by:

- Strategically planning for the youth to be involved in business in order to produce future businesspeople to enhance the South African economy
- Sending of circulars to all the primary schools inviting them to take part in the competition arranged to promote the above-mentioned idea
- Arranging for the training of the teachers who will be guiding and assisting these learners.
- Training of the learners on how to prepare for the competition.
- Encouraging learners to enter for the competition.
- Preparing the training material
- Preparing Business plan and Financial Statement forms to be completed by competitors.
- Helping to shortlist the finalists.

My role entailed travelling all over the country to reach all the educators to provide in-service training, courses, workshops, conferences, including holding meetings with stakeholders.

Further details and certificates available on request