Miss G.R Mabuza

 P.O.Box 2448

 Manzini

 13 July 2023

World Vision ESwatini

P. O. Box 2870

Mbabane H100

Dear Sir/Madam

RE: Application for OVC Linkages Project Officer

It was with great interest that I read your 2023 job advertisement from The Times of ESwatini Newspaper. kindly apply for the above mentioned position in your highly reputable Organization.

I am currently a contract teacher who holds a Degree in Bachelor of Arts in Humanities and a Post Graduate Certificate in Education with a work experience of 7 years. I am a young self-driven professional with a proven success rate who is also fluent in both SiSwati and English. I am not only creative but I am also a fast learner, dependable person who is ready to share her skills with your Organization.

Your response to this regard will be highly appreciated. Below, I have also attached my curriculum vitae together with my certificates.

Yours Sincerely

M.G.R

Mabuza Gcinile

**Curriculum vitae**

**WORK EXPERIENCE**

**Londunduma High School 2021 up-to-date**

**Responsibilities**​

• Currently working as teacher

• Class teacher 2021-2022,Form 5

• Currently a Secretary of the Social Committee

• Teach Siswati Form 1, Form 2 and Form 5, History Form 1 and Form 2, Career Guidance Teacher Form 4.

* Form 3 and Form 5 Final Examination Facilitator 2020-2022

• Study and research to keep abreast of new knowledge and instructional techniques

• Assessment of student’s work

• Record-keeping

• Lesson planning and preparation

• Supervision of students

**Evelyn Baring High School February 2017-April 2017**

Responsibilities

• A student teacher in Form 1, Form 2 Siswati and Form 4 History

**Ezindwendweni High School July 2017-December 2018**

**Responsibilities**

• A Siswati teacher Form 1, Form 2, Form 3 and Form 4

• A school’s meeting minutes secretary (2017-2018)

• Instruct students about the usage of learning materials

• Keep track of the performance

• Give appropriate feedback on the work assigned to students

• Develop lesson plans and take adequate measures to facilitate active learning experience

• Assign different assignments, class work, home work, and tests to students and provide grades accordingly

• Maintain accurate records of the students’ progress

• Keep abreast with relevant technologies to support the instructing process

• Ensure maintenance of proper discipline within the institute premises

• Identify the progress of individual students and guide them if they fail to perform satisfactory

• Manage the classroom behaviour of students and make certain that they adhere to the rules and policies

• Give appropriate feedback on the work assigned to students

• Arrange classrooms accordingly for various classroom activities

 **2017**

• Joined Young Life Swaziland team as a Youth Mentor while doing my Post Graduate in Education.

• Worked with SYP (Safe Guarding Young People) on Phase Two Steering Committee for the Safe Guarding Young People’s Program in Southern Africa March 7,2017 and was chosen as Swaziland’s SYP Youth Representative amongst 8 SADC countries on which I was later applauded for a well written report.

**2016 (June-August)**

• A relief teacher at Moyeni High School,History Form 1 and 2, Siswati Form 4

**2011-2012**

• Youth Mentor under Anglican Youth Council at Thokoza ,Mbabane

• A member of the fundraising team under The Uniswa Foundation

**PERSONAL DETAILS**

Date of birth 12 July 1992

Gender Female

Language spoken SiSwati and English

Nationality Liswati

Resident Address. Mbabane,Tonkwane Panorama Estate

Marital status. Married (1 child)

Driver’s license. Light duty (2011)

Contacts. 79162875/78688431/76362995

Email. gcin12mabuza@gmail.com

**HOBBIES AND INTERESTS**

• Arts: Music

• Exercising and Healthcare

 **Skills**

• Good communication skills, flexible, confident, open minded, self driven, fast learner, problem solver, trustworthy and able to work under pressure

• A team player

Computer Literacy

• Microsoft word l

• Microsoft excel

• PowerPoint

Objective:

• To eventually obtain a challenging position and effectively make use of available resources for the betterment of the company.

 **EDUCATIONAL BACKGROUND**

University of Swaziland:

• Bachelor of Arts in Humanities August 2012- May 2016

• Post Graduate in Education 2016-2017

 **School Attended:**

• St Michaels High School -SGCSE 2010

 **REFERENCES**

Mr. Bongisipho Vilakazi Head teacher at Bigbend High School

 Contact: 76867524

Dr Bongani Dlamini. UNFPA (SYP Programme Director)

 Contact: 76176844

Mrs Futhi Dlamini-Ngcobo. Head Teacher at Londunduma High School

 Contact: +268 7621 1390

Mrs TS Dlamini. Head of department at Londunduma High School

 Contact:+268 7614 7704

Miss P Xaba Head of Department at Londunduma High school. Contact: +268 7641 2728