

<b>Name</b>	Shirley-Anne Ilunga
<b>Profession</b>	Governmental, NGO, CBO & PBO Worker
<b>ID Number</b>	700703 0089 08 8
<b>Date of Birth</b>	03 July 1970
<b>Gender</b>	Female
<b>Nationality</b>	South African
<b>Drivers Licence</b>	Code B (08)
<b>Home Language</b>	English
<b>Other Languages</b>	Afrikaans, Xhosa and Zulu
<b>Criminal Offences</b>	None
<b>Health</b>	Excellent
<b>Mobile number</b>	064 607 6528
<b>Email address</b>	shirley-anne@posbus.co.za
<b>Website address</b>	<a href="http://www.shirley-anne.onweb.co.za">www.shirley-anne.onweb.co.za</a>
<b>Residential Location</b>	Southernwood, East London, Eastern Cape
<b>Marital Status</b>	Married
<b>Number of Dependants</b>	Two



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**EDUCATION****NATIONAL DIPLOMA IN BUSINESS MANAGEMENT**

**Cape Peninsula University of Technology**  
Symphony Way, Bellville, Cape Town  
Passed in 1996

TECHNIKON SKIEREILAND



PENINSULA TECHNIKON

# NASIONALE NATIONAL DIPLOMA

BESTUUR/MANAGEMENT

Toegeken aan                      Awarded to  
STRYDOM, SHIRLEY-ANNE

ID.: 7007030089088

met ingang van                      with effect from  
1996-12-01

Die volgende is voltooi:

(\*dui onderskeiding aan)

(#hul vakvrystelling aan)

BEGINSELS VAN INLIGTINGSTELSELS  
BEMARKING I  
BESTUURSBEGINSELS EN-PRAKTYK I ,II ,III  
EKONOMIE I  
FINANSIELE BESTUUR II ,III  
FINANSIELE REKENINGKUNDE I  
HANDELSREG I  
PERONEELBESTUUR I  
PRODUKSIEBESTUUR I  
STATISTIESE METODEDES&FINANSIELE BEREKENINGE  
\*\*\*\*\*  
MINIMUM FORMELE TYD:3 JAAR

The following were completed:

(\*indicates distinction)

(#indicates subject exemption)

PRINCIPLES OF INFORMATION SYSTEMS  
MARKETING I  
MANAGEMENT PRINCIPLES AND PRACTICE I ,II ,III  
ECONOMICS I  
FINANCIAL MANAGEMENT II ,III  
FINANCIAL ACCOUNTING I  
MERCANTILE LAW I  
PERSONNEL MANAGEMENT I  
PRODUCTION MANAGEMENT I  
STATISTICAL METHODS&FINANCIAL CALCULATIONS  
\*\*\*\*\*  
MINIMUM FORMAL TIME:3 YEAR(S)

  
SERTEC  
Uitvoerende Direkteur/  
Executive Director

9101  
Nr./No. ....

  
TECHNIKON  
Rektor/Rector

Uitgereik met die goedkeuring van die Sertifiseringsraad vir Technikononderwys (SERTEC) ingevolge artikel 9 van die Wet op die Sertifiseringsraad vir Technikononderwys, 1986 (Wet 88 van 1986).  
Issued with the approval of the Certification Council for Technikon Education (SERTEC) in terms of section 9 of the Certification Council for Technikon Education Act, 1986 (Act 88 of 1986).

**COURSES**

Time Management  
HIV and the Law  
HIV and Gender  
Financial Management in NGO's  
Project Management  
Orientation Leadership

**(Attached at end of Resumé)**

**MY BACKGROUND**

I completed matric in 1988 and started to work for Landela Bomela Attorneys.

Since 1988 I started to work for **WC-NACOSA** which is a **Non-Governmental Organization (NGO)** and the exposure to serve those in need were very satisfying for me. Since then most of my focus were to serve, support and help those in need because I love doing it.

While employed at **WC-NACOSA** I completed my studies for the National Diploma in Bussiness Management in 1996.

**GENERAL**

I am a highly energetic female who has worked in the **Non-Governmental Organization in (NGO)** / Parastatal sector for the past 18 years.

I have held various positions from Administrator, Programme Officer, Monitoring and Evaluation Officer, Trainer, Finance & Admin Manager and also a teacher to grade 8 to 10 learners.

These various positions have equipped me with a wealth of skills such as putting systems in place, managing staff, mentoring other organisations in organisational development.

I have assisted in programme development for **Community-Based Organization (CBO)** and smaller NGO and guided them on ways how to monitor and evaluate their expected outcomes. This has also assisted me in being able to train and mentor junior staff and my approach has always been "not the know it all, but how can we learn from each other approach".

I am able to work within a team or individually, I am an action orientated, honest, reliable hardworking individual who enjoys working with people from various backgrounds and cultures.

I am able to speak English, Afrikaans fluently and, isiXhosa and isiZulu fairly well.

I am computer literate and can work very well in MS Word, Excel, Power Point and Access.

**KEY ACHIEVEMENTS**

- I was honoured with the work done in HIV/AIDS at NACOSA in 2006

- I was part of the HIV/AIDS household survey in 2008, 2012, 2016. In 2017 I was Eastern Cape Team leader for the Impact Study of Extended Public Works Programme at the **Human Science Research Council (HSRC)**
- I have helped with getting monetary and goods donations for various individuals and organisations
- At my tertiary and high school I have represented my class on the **Student Representative Council (SRC)**
- I was Orientation facilitator at Peninsula Technikon in 1995
- I was a tutor for the Desmond Tutu Trust at Peninsula Technikon
- I volunteered at my local welfare – assisted with the school holiday programmes.
- I was promoted to Deputy Presiding Officer in the local government elections – this having applied for a counting officer.

**KEY STRENGTHS & WEAKNESSES**

- Good scheduler even in the most complex projects
- Overlook the need to encourage others
- Able to isolate myself from others if necessary
- Can work independently as well as in a team
- Reliable and Punctual
- Need no Supervision

**INTERESTS**

I enjoy and respect nature, especially trees and mountains – I read at least one book a month. I enjoy doing volunteer work that assist children in developing their full potential – I am also mentor to many of our youth and young women that come from previously disadvantaged areas. I also enjoy mediating, partaking in cultural activities. I am an energetic people's person who appreciate and can get along with people from all walks of life easily.

**EMPLOYMENT HISTORY**

No	Company Name	Start	End
1	Ubuhlebethu1203 Organisation	Jan 2020	Present
2	Masimanyane Women's Support Centre	May 2019	Jul 2019
3	Autohaus Monti BMW	Apr 2018	Jun 2018
4	<b>Human Sciences Research Council (HSRC)</b>	Aug 2017	Apr 2018
5	<b>Human Sciences Research Council (HSRC)</b>	Oct 2016	30 Jun 2017
6	Volunteer at Speak to the Nation Ministries	Mar 2016	Sept 2016
7	<b>Networking AIDS Community Of South Africa (NACOSA)</b>	Mar 2012	18 Dec 2015
8	<b>Human Sciences Research Council (HSRC)</b>	Apr 2011	Feb 2012
9	St Thomas Private School	Apr 2010	31 Mch 2011
10	<b>Human Sciences Research Council (HSRC)</b>	Nov 2008	Mch 2009
11	Cross-Cultural Solutions – International Volunteer <b>Non-Governmental Organization (NGO)</b>	Dec 2006	Oct 2008
12	<b>WC-NACOSA</b>	Apr 1988	Mch 2006
13	Landela Bomela Attorneys	1987	1988

**1. Ubuhlebethu1203 Organisation***No Logo*

Location of company	21 Gordon Rd, Southernwood, East London
Type of company	NPO – Food support to needy children
Last position	Finance Administrator
Period employed	From Jan 2020 till Present
Duties	<ul style="list-style-type: none"><li>• Developing and maintaining a basic finance systems in excel</li><li>• Developed and maintaining fixed asset register</li><li>• Create and update beneficiaries in excel database</li><li>• General Finance and administrative tasks</li><li>• Managing a team of 5 staff members (admin &amp; field staff)</li></ul>

**2. Masimanyane Women's Rights International Support Centre**

Location of company	26 St Mark Rd, Southernwood, East London
Type of company	<b>Public Benefit Organisation (PBO)</b>
Last position	Data Capturer
Period employed	From May 2019 till Jul 2019
Duties	I developed a databases in excel of 2017 and 2018 of trainings, awareness campaigns, & community dialogues in and around the Eastern Cape



### 3. Autohaus Monti BMW

Location of company	Cnr Pearce St & 4th Ave, Berea, East London
Type of company	Motor Vehicle Dealers
Last position	Data Capturer
Period employed	From Apr 2018 till Jun 2018
Duties	<ul style="list-style-type: none"> <li>• My main task was to update the database on Focus Pro System.</li> <li>• Calling of Customer to verify their contact details</li> </ul>

### 4. Human Sciences Research Council (HSRC)



Location of company	Pretoria, but worked all over East London province, so my Base Address became 10 King Street, Southernwood, East London
Type of company	A research organisation that advances social sciences and humanities for public use
Last position	Supervisor (Research Assistant)
Period employed	From Aug 2017 till Apr 2018
Duties	<ul style="list-style-type: none"> <li>• Economic Performance and Development – Impact Study of Extended Public Works Programme (EPWP)</li> <li>• I supervised a team of 4 people in the field who interviewed EPWP participants in the Eastern Cape.</li> <li>• I interviewed the Implementing Project Managers and Owning Entities of the EPWP Programmes.</li> <li>• Compiled weekly reports of interviews completed.</li> <li>• Uploaded data collected onto server from tablets used in the field.</li> <li>• Reconciled weekly the funds advanced for the fieldwork.</li> <li>• Assisted in setting up meetings with interviewees (traditional leaders &amp; councillors)</li> </ul>

## 5. Human Sciences Research Council (HSRC) - Provincial



Location of company	134 Pretorius Str, Pretoria Gauteng & Port Elizabeth
Type of company	A research organisation that advances social sciences and humanities for public use
Last position	Assets & Stock Administrator
Period employed	From Oct 2016 till 30 Jun 2017
Duties	<p><i>This was a contract position in HAST unit for the project National HIV/AIDS Household Survey</i></p> <ul style="list-style-type: none"> <li>• I was tasked to set up and manage the projects asset and stock for the survey for over 300 field staff nationally.</li> <li>• I developed forms to assist with reporting and monitoring of assets and stock.</li> <li>• I was responsible for the salaries, hiring of cars, petrol reimbursement claims and reconciling receipts against submitted to check validity of distances travelled and fuel consumption.</li> <li>• I also sleep out and per diems for the 49 Eastern Cape field staff.</li> </ul>



## 6. Touch the Nations Ministries - Administrator

Location of company	58 Frere Str, Vincent, East London, Eastern Cape
Type of company	Government Organisation - Ministries
Last position	Volunteer
Period employed	From Mar 2016 till Sept 2016
Duties	<p><i>This was a volunteer position; I assisted to register as a Non-Profit Company.</i></p> <ul style="list-style-type: none"> <li>• Assisting with compiling the legal compliance documentation for SARS</li> <li>• I done general administration and set up systems (financial &amp; Administration)</li> <li>• I put together a business plan for a project and did fundraising.</li> </ul>

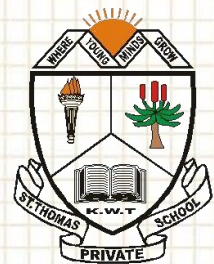

**NACOSA**
**7. Networking AIDS Community Of South Africa (NACOSA)**

Location of company	No 1 Frere Square, 58 Frere Road, East London
Type of company	<b>Non-Governmental Organization (NGO)</b>
Last position	Programme Officer
Period employed	From Mar 2012 till 18 Dec 2015
Duties	<ul style="list-style-type: none"> <li>• I did baseline assessments in order to see if organisations would be suitable funding</li> <li>• I mentored 13 organisations across the Eastern Cape.</li> <li>• I evaluated and recommended payment after perusing monthly reports for 20 organisations nationally doing work in the following sectors <ul style="list-style-type: none"> <li>- Gender Based Violence</li> <li>- Orphans and Vulnerable Children</li> <li>- Community Based Adherence Support</li> <li>- Sex Work</li> <li>- LGBTI sector</li> </ul> </li> </ul> <p>In Mpumalanga, Venda, Limpopo, Eastern Cape and Kwazulu Natal</p> <ul style="list-style-type: none"> <li>• Draw up mentoring plans with organisations after identifying gaps in their programmes and systems</li> <li>• I then developed trainings and have covered topics such as financial management, Governance, Human resources and Legal compliance as NPO</li> <li>• I monitored and evaluate their programme activities as set out in the service level agreements performance framework.</li> <li>• Monitored and evaluated funder monies spent in relations to programmes implemented</li> <li>• I perused monthly financial reports submitted and gave feedback to organisation and head office.</li> <li>• I set up and facilitated consultative forum meetings with relevant stakeholders such as the Government departments and civil society at local and sub-district level.</li> </ul>



### 8. Human Sciences Research Council (HSRC)

Location of company	118 Buitengracht St, Cape Town City Centre, Cape Town
Type of company	A research organisation that advances social sciences and humanities for public use
Last position	Project Finance Administrator
Period employed	From Apr 2011 till Feb 2012
Duties	<ul style="list-style-type: none"> <li>• This was a short-term contract position</li> <li>• I was responsible for the Eastern &amp; Western Cape Fieldworkers</li> <li>• I did transport and per diem reimbursements and reconciliation of monies spent</li> </ul>

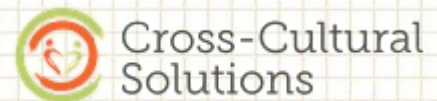


### 9. St Thomas Private School

Location of company	10 Queens Road, King William's Town, Eastern Cape
Type of company	Educational School
Last position	Teacher
Period employed	From Apr 2010 till 31 Mch 2011
Duties	<ul style="list-style-type: none"> <li>• I taught Afrikaans, English, Economics Management Science (EMS) and Social Science</li> <li>• I taught the subjects to Grades 8 – 10</li> <li>• I represented the Grade 9 Teachers at the Education Department Grade Meetings</li> </ul>

**10. Human Sciences Research Council (HSRC)**

Location of company	118 Buitengracht St, Cape Town City Centre, Cape Town
Type of company	A research organisation that advances social sciences and humanities for public use
Last position	Project Finance Administrator
Period employed	From Nov 2008 till Mch 2009
Duties	<ul style="list-style-type: none"> <li>• This was a short-term contract I assisted in the finalisation of the HIV/AIDS Household Survey</li> <li>• I worked in the HIV/AIDS Unit (SAHA)</li> <li>• I dealt with fieldworkers in 7 provinces</li> <li>• I performed various administrative tasks such as requesting sleep out allowances</li> <li>• I reconciled the petrol allowances of R 50 000 + per week</li> </ul>

**11. Cross-Cultural Solutions – International Volunteer**

Location of company	Rosebank, Cape Town, Western Cape
Type of company	<b>Non-Governmental Organization (NGO)</b>
Last position	House Manager
Period employed	From Dec 2006 till Oct 2008
Duties	<ul style="list-style-type: none"> <li>• I assisted the country director to start the programme in South Africa (Cape Town)</li> <li>• I oversaw the finances and HR of the organisation</li> <li>• Managed a staff of 10</li> <li>• I assisted in placing volunteers from across the world at various NGO's in Cape Town</li> <li>• I assisted in working out programmes, excursions, language lessons</li> <li>• I assumed the Country Directors responsibilities in her absence</li> </ul>



**NACOSA**  
COLLECTIVELY TURNING THE  
TIDE ON HIV, AIDS AND TB

**12.WC-NACOSA**

Location of company	3rd Floor, East Tower, Century Blvd, Century City, Cape Town
Type of company	<b>Non-Governmental Organization (NGO)</b>
Last position	Finance & Admin Manager
Period employed	From Apr 1988 till Mch 2006
Duties	<ul style="list-style-type: none"> <li>• I managed the overall office (finances and admin)</li> <li>• I main responsibilities included, staffing, putting systems in place</li> <li>• Prepared donor reports</li> <li>• Liaised with funders</li> <li>• Implemented programmes as per strategic plan</li> <li>• Did trainings for smaller NGO's / CBO's in the Cape Metro and rural areas</li> <li>• I was part of an editorial committee – also wrote and edited articles for the organisations quarterly newsletter</li> </ul>



**13. Landela Bomela Attorneys**

Location of company	116 AK Building, Klipfontein Road, Rylands Estate, Athlone
Type of company	Legal Practice Council
Last position	Office Administrator
Period employed	From 1987 till 1988
Duties	<ul style="list-style-type: none"> <li>• I managed the overall office (finances and admin)</li> <li>• I main responsibilities included were to attend to clients and open files for them.</li> <li>• Keeping records of court appearances – for Legal AID assistance.</li> <li>• I prepared for processing motor vehicle accident claims, making sure all the necessary documents were in place.</li> </ul>

**References**

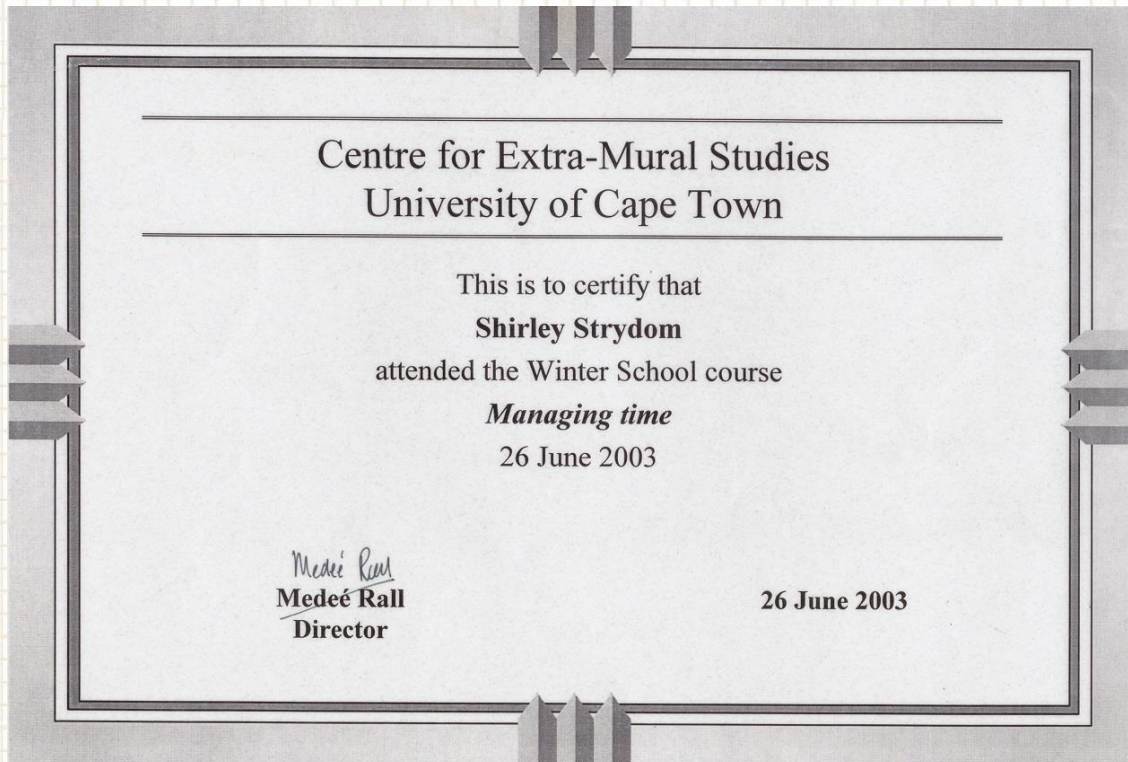
Mrs Nomsa Nabo – 083 652 0933  
Bumbi'Ngomso Project Manager - Masimanyane Women's Support Centre

Ms.Jill Ramlochan – Cell. 083 995 2468  
Senior Administrator – Human Sciences Research Council  
Jramlochan@hsrc.ac.za

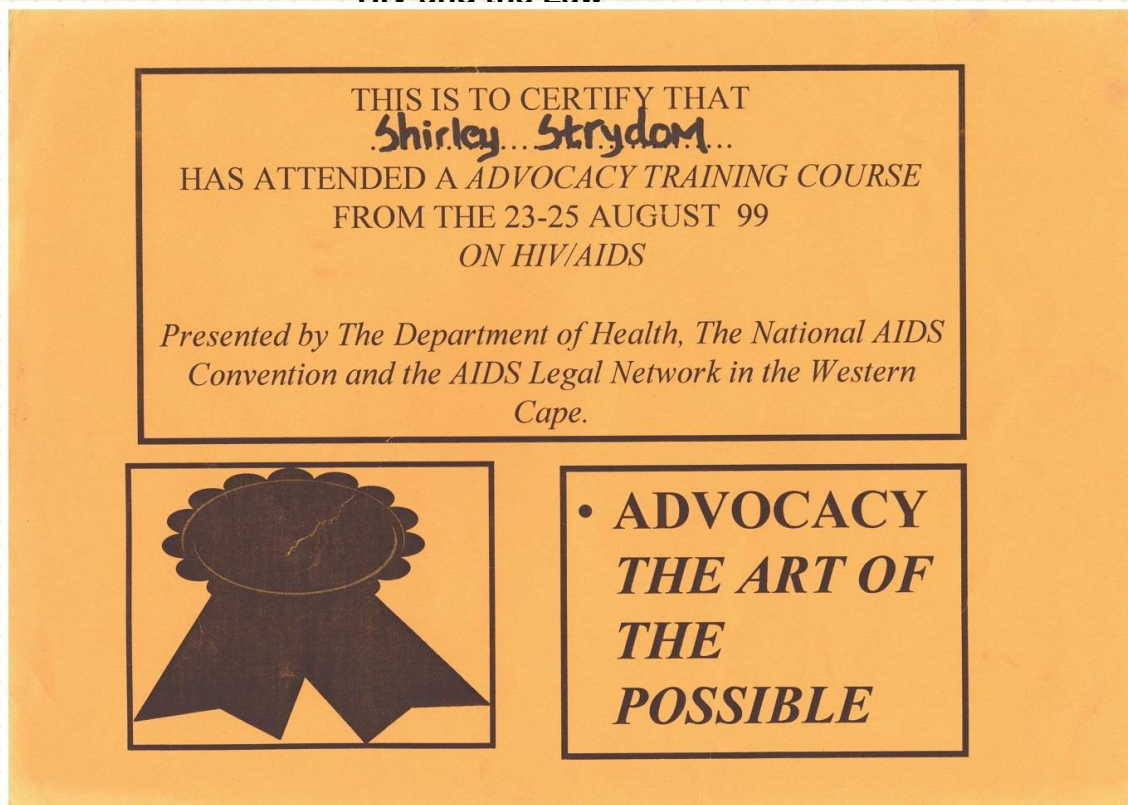
Ms.Bernadine Chilwane – Cell. 072 022 1921  
DSD Social Work Supervisor - Western Cape  
Chilwane@westerncape.gov.za

**DOCUMENTATION ON COURSES COMPLETED**

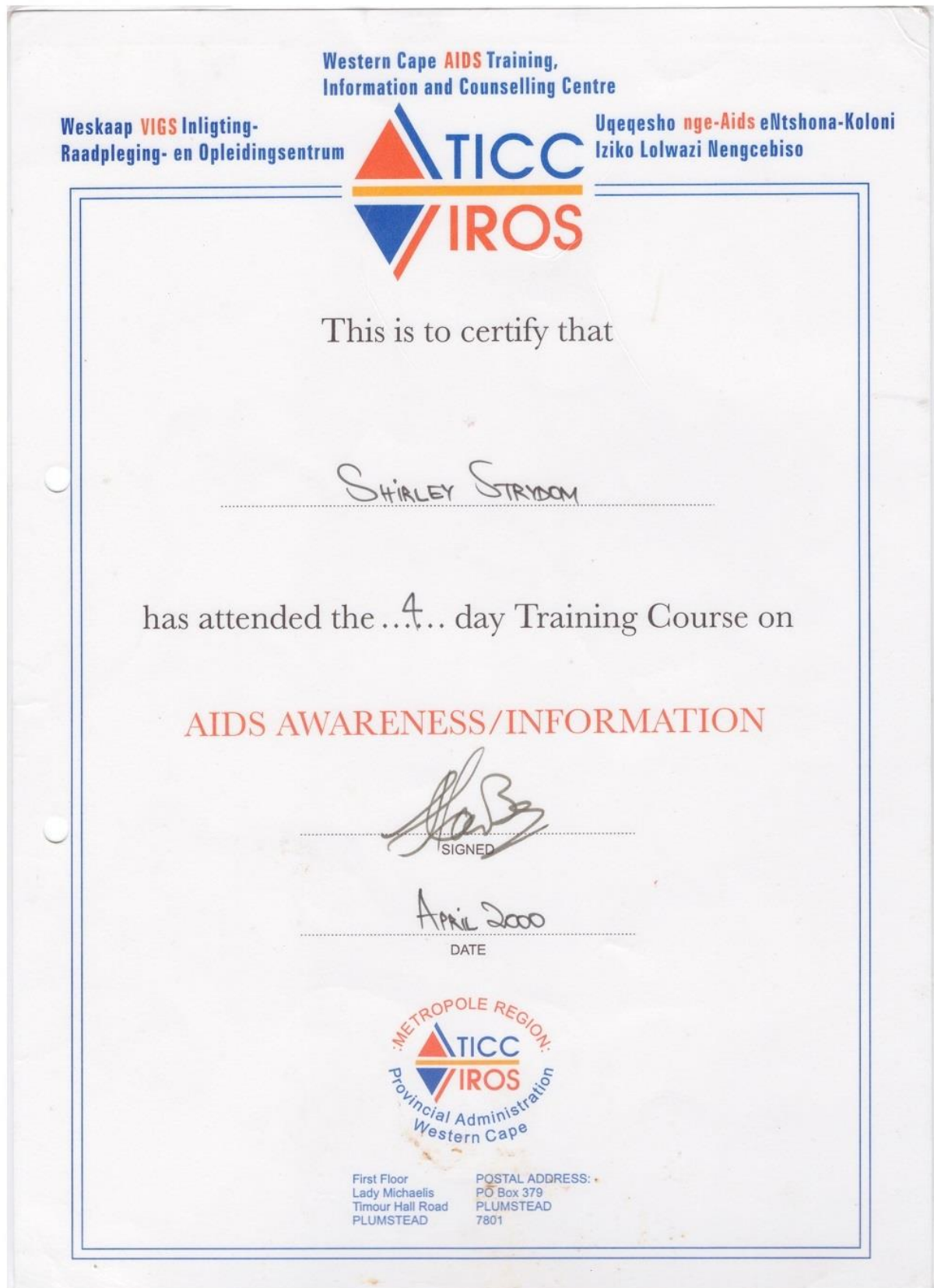
**Time Management**



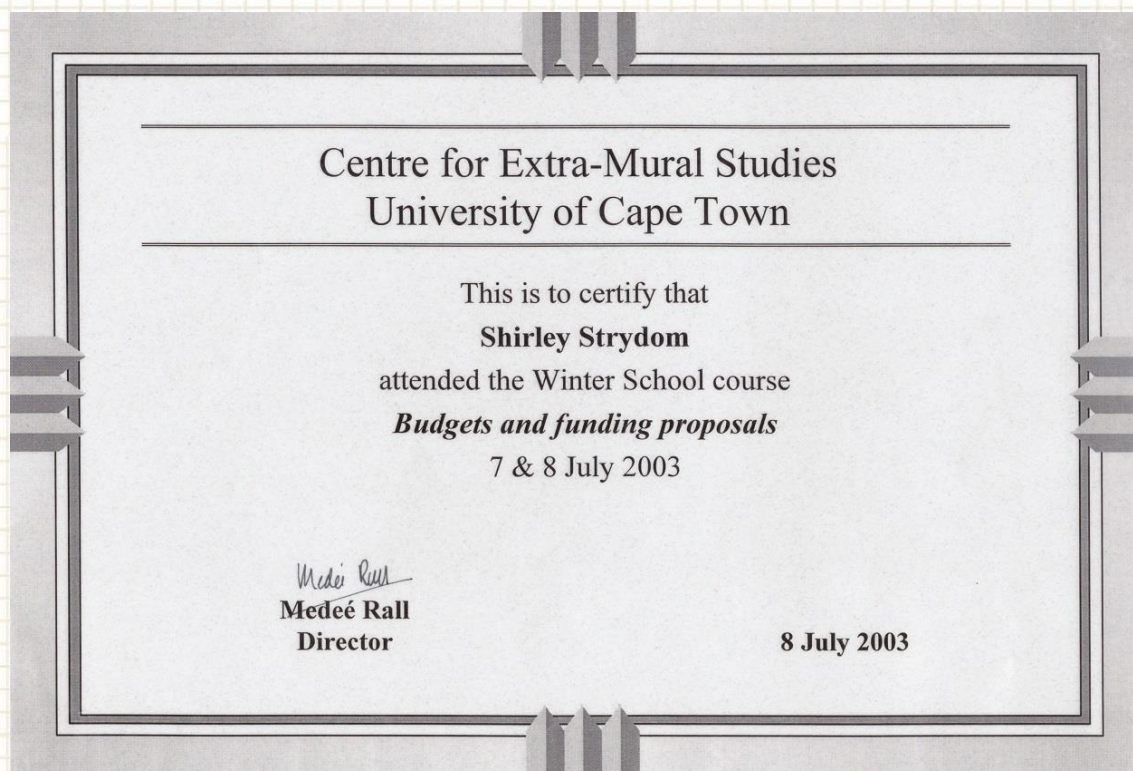
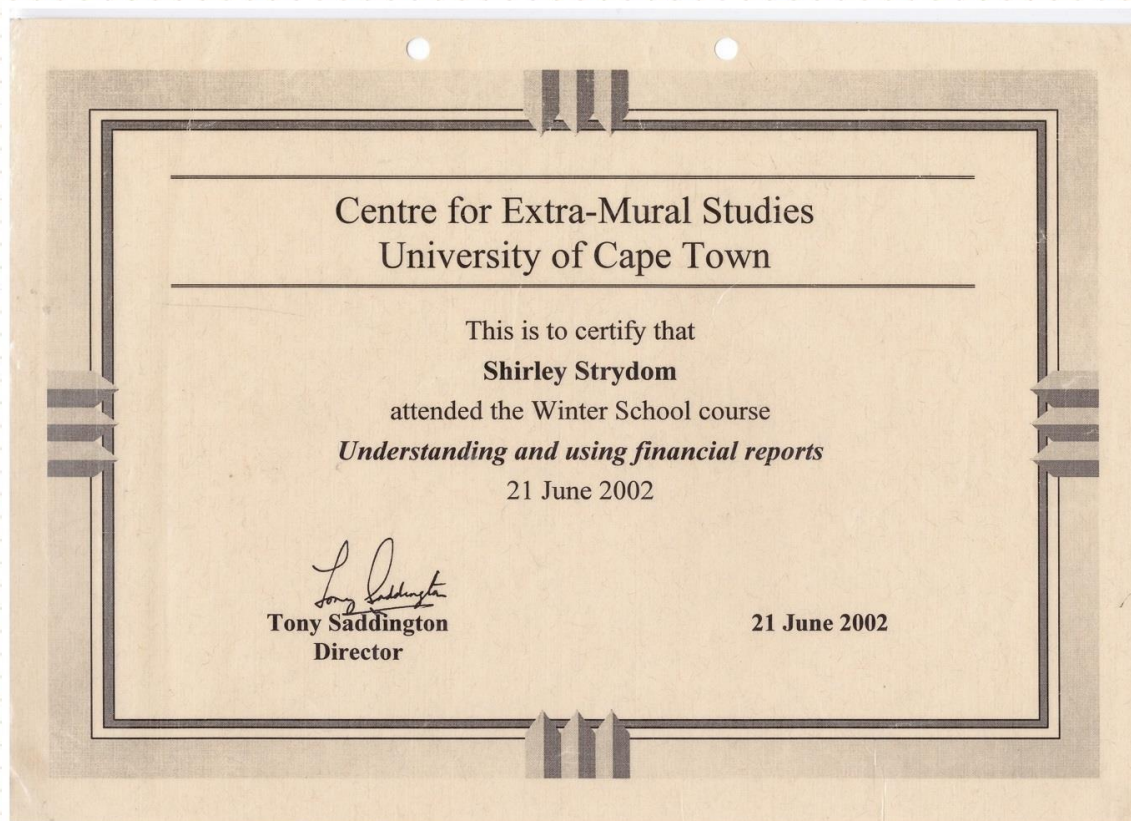
**HIV and the Law**



**HIV and Gender**



**Financial Management in NGO's**



Project Management



Orientation Leadership

