

CURRICULUM VITAE OF BUHLE PRETTY NOMZAMO MHLONGO

CONTACT DETAILS

Postal Address : PO Box 62 Edandale, 3217, Pietermaritzburg
Physical Address : KwaGcina Village, Nkangala Location Pietermaritzburg, 3201
Mobile Number : 081 249 6480 / 073 572 3506
Email : buhlemhlongo83@gmail.com

PERSONAL DETAILS

Surname : Mhlongo
First Names : Buhle Pretty Nomzamo
Identity Number : 920331 1139 084
Gender : Female
Marital Status : Single
Nationality : South African
Language Proficiency : English, isiZulu, isiXhosa & Setswana
Health Status : Good
Driver Licence : Code C1 (Code 10)

SKILLS MATRIX & PERSONAL ATTRIBUTES

- Strong Communication & networking skills (both verbal & Written)
- Ability to initiate & facilitate programs/projects
- Ability to work independently and within a team
- Ability to teach & lead a bigger team of people from different backgrounds
- Aptitude to develop and implement innovative ways to communicate with other team members and build strategic working plans.
- Problem Solving, interpersonal, decision-making, listening & presentation skills
- Paying attention to detail & able to withstand pressure
- Physically fit, hard-working, self-motivated and always eager to learn new things
- Office administration duties (i.e. filing, minute taking, writing minutes & agendas).
- Computer Literacy: Proficient in MS Word, PowerPoint, Outlook, Internet & MS Projects.
- Practical experience in preparing, planning, report writing and project management skills.
- Committed to the protection of our environment (attended related trainings and awareness)

ACADEMIC BACKGROUND

TERTIARY EDUCATION

Name of Institution	: University of KwaZulu-Natal
Course	: Post Graduate Certificate in Education (PGCE)
Status	: Completed (2021)
Subject Majors	: Geography
	: Natural Sciences

Name of Institution	: University of KwaZulu-Natal
Course	: BSc- Ecological Sciences
Degree status	: Honours degree Obtained (2016)
Subject Majors	: Conservation Ecology,
	: Rangeland Ecology,
	: Terrestrial African Vertebrate Zoology

Name of Institution	: University of KwaZulu-Natal
Course	: BSc- Environmental Science
Degree status	: Degree Obtained (2014)
	: GIS & Remote Sensing, Vertebrate biology,
Subject Majors	Invertebrate diversity & conservation

SECONDARY EDUCATION

High School Attended	: Emkhayideni Technical High School
Highest Standard Passed	: Matric (2010)
Subject Passed	: IsiZulu Home Language
	: English First Additional Language
	: Mathematics
	: Life Orientation
	: Life Sciences
	: Physical Sciences
	: Geography

WORK EXPERIENCE

- a) Previously employed at Duzi-UMngeni Conservation Trust (DUCT) as the Ecology intern (6 months), Community-based Champion (4 months) & Project Officer (1 December 2021 – present)

My Duties amongst Others Included

- Initiating and managing community-based projects in SACCA & KwaGcina Areas.
- Identifying trainings & skills set needed by the team
- Choosing best service providers for the team trainings
- Providing supervisory duties to the team of 10 in SACCA & a team of 20 in KwaGcina area.
- Undertaking weekly site inspections & reporting all non-conformances
- Completing monthly reports, and updating work plans weekly.
- Managing the collection and transportation of solid waste within the Mkondeni Area.

- b) Previously employed at the Richards Bay Industrial Development Zone (RBIDZ) as an Environmental Intern (Started July 2016 – July 2018).

My Duties Amongst Others Included:

- Undertaking Phase 1A, Phase 1F and Medway Road environmental compliance monitoring.
 - Undertook weekly site inspections
 - Complete weekly compliance checklist
 - Assist to manage all non-conformances
- Undertook office administration
- Filing
 - Meetings (Prepare agendas and minutes)
 - Attended workshops and training on environmental management
 - Provided support for the implementation of ISO 14001 Environmental Management System and related procedures within the designated area of business
 - Assisted in execution process to obtain Environmental Approvals
 - Implement and monitor Environmental Management Plans
 - Perform Environmental Investigations

- c) Previously worked as a Research assistant in biological control of invasive species at PPRI-ARC (In Pietermaritzburg, Cedara from December 2013 to June 2014).

Duties undertaken included:

- Assisting technicians in planting Alien plants for research
- Preparation of insect cultures
- Maintaining quarantine facilities and equipment
- Releasing of agents in new plantations in the cages and in study sites
- Collection of alien plants for testing in various study sites

Achievements

- Gaining vast experience in research and field work management
- Developing delegation skills
- Ability to follow-up on a project from start to end

- d) I am an active member of Applied Centre for Climate & Earth System Science (ACCESS) program which is empowered by the Council for Scientific and Industrial Research (CSIR) (started June 2015 – till present)

My Responsibilities include:

- Writing and preparing presentations about the Earth system sciences
- Conducting online & live lectures about the habitability of the planet Earth.
- Implementing & teaching varsity students the innovative strategies towards biodiversity and conservation.

- e) I have volunteered as a technician assistant in Game census at Mkuze Nature Game Reserve (during 2014 & 2016 surveys)

Key Tasks Performed Include:

- Assisting in Game counting using Game drive & Transect methods
- Conducting and compiling data captured in different transect within the Reserve.

REFERENCES

Name : Percy Langa
Position Occupied : Environmental Manager
Company : RBIDZ
Tel : 035 797 2600
Email address : Percy.Langa@rbidz.co.za

Name : Prof. Colleen Thelma Downs
Position Occupied : Lecturer/ Biological Control Project Manager
Company : UKZN-PMB
Tel : 082 920 2026 / 033 260 5127
Email address : Downs@ukzn.ac.za
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Name : Dr Carl Palmer
Position Occupied : ACCESS Education and Training Manager
Company : CSIR
Tel : 073 863 0963
Email address : Cpalmer@access.ac.za

Name : Larette Schultz
Position Occupied : Project Manager
Company : DUCT
Tel : 083 294 1686
Email address : larette@duct.org.za
