#### **CURRICULUM VITAE**

#### MANKOLO XAVERINE LETHOKO (PHD)

#### PERSONAL DETAILS

Name and surname

Mankolo Xaverine Lethoko

Physical Address 5 Tambotie street, Flora Park

Polokwane 0700

LIMPOPO, SOUTH AFRICA

Postal address P.O. BOX 31273

Superbia, Polokwane 0759

Telephone number 0027 78 551 2585

0027 15 290 2821

Gender Female

Marital status Married

E-mail address <u>nkoloza@yahoo.com</u>

Mankolo.lethoko@ul.ac.za

Citizenship South African

Identity Number 720324 1187 08 0

#### **HOBBIES**

Athletics, reading, writing scientific articles, listening to music, going to church

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### QUALIFICATIONS

INSTITUTION	QUALIFICATION	YEAR OBTAINED
Institute of Higher	Post-doctoral FELLOWSHIP in Higher	February 2009
Education Policy (IHEP) –	Education policy-making processes in 21	
Washington DC.	countries incl. South Africa.	
University of Pretoria and		
University of Bergen	PhD (Education Management)	September 2002
(NORWAY)		
Thesis title:		
	Teacher motivation and professionalism as	
	prerequisites for a positive culture of teaching and learning	
	and tearning	
University of Pretoria	MEd (Education Management)	April 1999
Dissertation title:	Restoring the culture of teaching and learning	
2 10001 1001011 11101	in secondary schools in the Pretoria area	
University of Pretoria	BEd Honours (Education Management)	December 1997
The National University of	BA(Ed) (English and Literature in English)	May 1994
Lesotho		

#### WORK EXPERIENCE

1. Employer	University of Limpopo, Turfloop Graduate of School of Leadership	
Position	Senior Lecturer, Master of Business Administration (MBA)	
Period/Duration	July 2013 – to date	
Responsibilities	<ul> <li>✓ Facilitation of courses such as Entrepreneurship, Marketing, Research skills, Project management, etc.</li> <li>✓ Supervision of MBA and Masters in Development (MDEV) students.</li> <li>✓ Fundraising for the school.</li> <li>✓ Community engagement and liaison with communities and government departments on behalf of the university.</li> </ul>	
2. Employer	Limpopo Local Economic Development Resource Centre, Limpopo (This	
	institution is an NGO which was developed as an "exit strategy" for the	
	EU-funded LED project in the province in 2010)	
Position	Head and Senior Advisor: Capacity Building and Training division	
Period/ Duration	July 2011 – to date	
Responsibilities:	Acting CEO	

- ✓ Overseeing effective office operation
- ✓ Oversee the implementation of project plan for the resource centre
- ✓ Develop and monitor internal control mechanisms
- ✓ Development and implement risk management strategy
- ✓ Preparation and monitoring of budget
- ✓ Monitor monthly projections
- ✓ Prepare reports and render advice to the board
- Soliciting new funding opportunities for the resource centre (I have raised R4m thus far for the institution).

# Project management of Limpopo Agribusiness Development Agency (LADA) (A Flemish government funded project managed by the Limpopo LED resource Centre)

- ✓ Review and reporting of the progress made in the usage of funds allocated for training in the project
- ✓ Review and reporting of the successes and failures of the project in the province
- ✓ Review and evaluation of the progress made by the projects which were being assisted by LADA funding
- ✓ Preparation and offering to LADA projects relevant training in Agriculture, Governance, Marketing, Enterprise Development, Human Resources and many more.

#### **Project Management**

- ✓ Manage and monitor EU LED funded projects in the Province
- ✓ Conduct assessment studies on existing LED projects in municipalities to measure their sustainability, relevance and efficiency
- ✓ Conduct site visits to all existing LED projects in municipalities and giving institutional support and advice e.g. Vhembe Fresh Produce Market e.g. training.
- ✓ Render advice on technical skills, market opportunities and funding for LED projects
- ✓ Conduct research and market analysis for LED projects in municipalities
- ✓ Policy making for capacity building and training division.
- ✓ Offering LED Support to beneficiaries, municipalities and LED Officials

#### **Stakeholder Management**

- ✓ Designing training material on LED for councilors, ward committees and LED units employees in the Limpopo Province
- ✓ Conduct roll out plans for LED training in all Municipalities in Limpopo Province
- ✓ Conducting workshops on the role of Councilors in all municipalities
- ✓ Rendering advisory services on LED to all municipalities in Limpopo Province

- ✓ Liaison with various higher education institutions for LED training in the province e.g. University of Limpopo, University of Johannesburg and University of the Western Cape
- ✓ Manage the Local Economic Development capacity building processes of the municipal employees and entrepreneurs
- ✓ Participate in poverty alleviation projects in the province
- ✓ Ascertaining training needs for municipal managers, LED Managers, councilors and other stakeholders.

#### Accreditation of training

- ✓ The Centre is accredited in training LED in NQF levels 4 and 5
- ✓ Maintain the present accreditation of the Limpopo Local Economic Resource Centre
- ✓ Preparation of relevant AgriSETA and Services SETA unit standards and training material for accreditation
- ✓ Designing of Service Level Agreement for service providers appointed for training in LED
- ✓ Design and development of LED project implementation plan for training in Municipalities
- ✓ Expand the scope of the accreditation to AgriSETA and Services SETA.

#### Training and capacity building

- ✓ Development of learning material and assessment guides for governance in Land reform projects
- ✓ Develop material for LED training of councilors and LED unit managers and other staff members
- ✓ Development of pre-assessment tools for candidates before training to assess their competency levels

#### Revision of Provincial strategy for co-operatives in Limpopo Province

✓ Acting as a Provincial advisor in the development of the provincial strategy for co-operatives in the Limpopo Province.

## Train-the Trainer facilitator for LED training in collaboration with *University of Johannesburg* and Department of Trade and Industry (DTI)

- ✓ This is the first qualification for LED at NQF Level 7 and 8 in South Africa
- ✓ The training is a collaboration of 9 top universities in South Africa including the Department of Trade and Industry as a sponsor
- ✓ Part of the team tasked to develop training material and training methods for the new qualification
- ✓ Responsible for project implementation of the NQF level 7 training in Limpopo province;
- Have been involved in the co-ordination of the provincial efforts to roll out LED training in conjunction with the University of

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	Johannesburg and the International Economic Development Council (IEDC) in Washington DC.
	Development of training material
	<ul> <li>✓ Development of training material for Leadership and governance content for training councilors, ward committee members, LED unit staff and other interested parties</li> <li>✓ Upgrading and revision of Leadership training material acquired from the University of Stellenbosch</li> <li>✓ Development of training material for accreditation with Agriseta and Services SETA for the centre</li> <li>✓ Championing the accreditation of the centre's material with Agriseta and Services SETA.</li> </ul>
3. Employer	Regenesys Management (Pty) Ltd
3. Employer Position	Head of Research and Publications
Period/ Duration	October 2009- April 2011
Responsibilities:	Development of training material
	<ul> <li>✓ Responsible for the development of training material for MBA and Masters in Public Management students in Policy making and implementation, Research and Leadership</li> <li>✓ Responsible for development of assessment (assignments and examinations) for MBA and Masters in Public Management students</li> <li>✓ Responsible for marking scripts and giving feedback to students in terms of their performance.</li> </ul>
	Publications
	<ul> <li>✓ Formulate research projects for academics</li> <li>✓ Give academic staff guidance and advice for publications</li> <li>✓ Decide on accredited journals for publications.</li> <li>✓ Offer editorial expertise before submission of articles</li> <li>✓ Ensure that the institution meets the targets of Council for Higher Education (CHE) in terms of the training material, results achieved and number of publications produced by the institution</li> </ul>
	Research
	<ul> <li>✓ Approval of research topics for MBA and Masters of Public Management students</li> <li>✓ Approval of research methodologies to be used by students</li> <li>✓ Guidance on data analysis techniques</li> <li>✓ Provide guidance for staff in terms of their own research</li> </ul>
	Supervision

	<ul> <li>✓ Supervision of fifteen (15) MBA students</li> <li>✓ Supervision and guidance of academic staff on supervision principles</li> <li>Internal Moderation</li> <li>✓ Read and edit dissertations before submission</li> <li>✓ Assist students and supervisors to make final corrections on the dissertation</li> <li>✓ Give approval for final submission of dissertations.</li> <li>Lecturing and facilitation for MBA and Masters in Public Management</li> </ul>
	<ul> <li>✓ Public Human Resource Management</li> <li>✓ Public Service Delivery</li> <li>✓ Self-management</li> <li>✓ Local Government management</li> <li>✓ Project management</li> <li>✓ Negotiation and conflict management</li> <li>✓ Policy Development and Management</li> <li>✓ Strategic Planning and Management</li> <li>✓ Research skills</li> <li>✓ Stakeholder management</li> <li>✓ Professional Business Writing skills</li> <li>✓ Report writing skills</li> <li>✓ Time management</li> <li>✓ Personal and team effectiveness</li> </ul> PALAMA FACILITATOR FOR PROJECT KHAEDU (2011) <ul> <li>✓ Have been selected as a facilitator for Project Khaedu</li> </ul>
	Examination and Moderation  ✓ Editing and moderation of teaching material ✓ Setting of assignments and examinations ✓ Marking of assignments and examinations ✓ Render mentoring services to students
Master's supervision	<ul> <li>✓ Currently supervising three (5) MBA students</li> <li>✓ Twelve (12) students already completed</li> </ul>
4 Employer	University of Protesia
4. Employer Position	University of Pretoria
	Lecturer Language 2002 Language 2009
Period/ Duration	January 2002 – January 2008
Responsibilities:	Lecturing

	✓ Lecturing for BEd, Honours and Masters students
	Masters supervision
	✓ Supervision of Masters students – 3 students completed
	Development of training material and Implementation of new modules for BEd and Masters students
	<ul> <li>✓ Preparation of manuals and reading for BEd, MEd students</li> <li>✓ Organise classes within set time schedule</li> <li>✓ Design lecture notes and presentations</li> <li>✓ Setting, evaluation and moderation of tests, assignments, examinations and tutorial activities and marking of examinations</li> <li>✓ Hold briefing sessions with teaching assistants, monitoring their performance and doing their performance reviews.</li> </ul>
Research projects: International	Research projects: International
International	<ul> <li>✓ Productive Learning Cultures from the University of Bergen, Norway (1999 – 2001)</li> <li>✓ International Higher Education Policy Fellowship Washington DC, United States of America (2007 – 2009)</li> </ul>
Research projects: South Africa	<ul> <li>Research projects: South Africa</li> <li>✓ Mergers in Higher Education Institutions (University of Pretoria 2001 - 2003).</li> <li>✓ Institutional cultures project (University of Pretoria 2003 -2006)</li> </ul>
5. Employer	UNESCO – International Bureau of Education – Geneva - Switzerland
Position	Consultant
Period/ Duration	April 2001 – October 2001
Responsibilities:	<ul> <li>Conference preparations</li> <li>✓ Doing research and preparing a bibliography the 46th International Conference on Education on the 5 – 8 September 2001.</li> </ul>
	International Conference reports
	<ul> <li>✓ "Case studies in curriculum development: contributions to the Kosovo education reform" Pristina, Kosovo, 2–5         May 2001</li> <li>✓ "Curriculum Development and Education for Living Together: Conceptual and Managerial Challenges in Africa; final report of the seminar held in Nairobi, Kenya, 25-29 June 2001</li> <li>✓ "Education for all for learning to live together: Contents and learning strategies: Problems and solutions", Geneva, Switzerland, 5 – 8 September</li> </ul>

	2001.	
6. Employer	University of Pretoria (Success College)	
Position	Part-time Lecturer	
Period/ Duration	December 1997 – March 2001	
Responsibilities:	Tutor and lecturer  ✓ Tutor and lecturer in Further Education Diploma in Education Law  ✓ Tutor and lecturer in BEd in Education Management and Research  ✓ Distance education lecturing in Comparative Pedagogics  Setting examination papers and assignments	
	Marking of examination and assignments	
7. Employer	Mohales' Hoek High School (Lesotho)	
Position	Head of English Department	
Period/ Duration	June 1994 – December 1996	
Terrour Duración	duic 1771 December 1770	
Responsibilities:	<ul> <li>English teacher</li> <li>✓ A member of staff and a teacher for English Language and Literature in English</li> <li>Development of teaching material in collaboration with National</li> </ul>	
	Curriculum Development Centre in Lesotho  ✓ Preparation of the programme of study according to the list of books and guidelines given by the National Curriculum Development Centre (NCDC)	
	<ul> <li>✓ Liaise with the National Curriculum Development Centre regarding the books and teaching aids to be used for teaching English language and literature.</li> </ul>	
	Policy making	
	✓ Drawing up of departmental policies for setting of examinations, marking and filling in of reports	
	Allocation of teaching duties	
	✓ Allocation of duties to other teachers regarding the preparation of questions and materials for quarterly examinations	
	Departmental meetings	
	✓ Organisation of departmental meetings regarding lesson plans, scheme of	

	work, marking memos for exams, assess	ment and reports
Extra responsibilities:	Hoek High School disciplinary Com  Hoek High School Debating Club  Hoek High School Drama Club  Hoek High School Choir  mistress	A member of the Mohale's mittee The Director of the Mohale's Co-producer of the Mohale's Co-director of the Mohale's Athletics and Netball Sports

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#### **PUBLICATIONS: REFEREED ARTICLES**

- 1. Mfusi, M.X. 2004. "The effects of Higher Education mergers on the resultant curricula of the combined institutions" *South African Journal of Higher Education.* Vol 18, No. 1 of 2004, pp. 98 110.
- 2. Mfusi, M. "The merging of the only two veterinary sciences faculties in South Africa" *Journal of Education University of Kwa-Zulu Natal*. Vol. 32 of 2004, pp. 141 158.
- 3.Heystek, J. & Lethoko, M. 2001. "The contribution of teacher unions in the restoration of teacher professionalism and the culture of learning and teaching." *South African Journal of Education*, vol. 21, no. 2 of 2001, pp. 222 227.
- 4. Lethoko, M.X., Heystek, J. & J. G. Maree. 2001. "The role of the principals, teachers and students in restoring the culture of learning, teaching and service in black secondary schools in the Pretoria region. *South African Journal of Education*. Vol. 21, no. 4 of 2001, pp. 311 317.

#### **PUBLICATIONS: CHAPTERS IN BOOKS**

- 1. A chapter in "Leadership in Education". 2001. Edited by O. Fuglestad, S. Lillejord and L. Calitz. Chapter 14. Cape Town, Heinemann publishers.
- 2. A Chapter in "Mergers in Higher Education: Lessons learned in transitional contexts". 2002. Edited by J.D. Jansen. Chapter 5. UNISA publishers.

#### **PUBLICATIONS: CONFERENCE PAPERS**

3. "Curriculum Development and Education for Living together: Conceptual and managerial challenges in Africa" June 25 – 29 2001. – **Conference paper** 

#### PUBLICATIONS: POST-DOCTORAL FELLOWSHIP

8. "The Effects of transitions on access to higher education" 2009. Institute of Higher Education Policy, Washington, D.C.

#### **ACADEMIC ACHIEVEMENTS**

- 1. Employed as Head of English and Literature in 1994 as my first job.
- 2. Did 3 degrees BED, MED and PhD in 5 years.

- 3. Selected as the only South African to work at UNESCO International Bureau of Education as a Consultant for the 46<sup>th</sup> Session of World Education Minister's Symposium in 2000.
- 4. Selected amongst the only 2 South African to participate in International Higher Education Policy (IHEP) Post-doctoral fellowship in February 2007 February 2009. 21 countries participated in the programme including South Africa.

#### LEADERSHIP/MANAGERIAL POSITIONS

1994 – 1996	Head of English Department – Mohales'Hoek High School
	Director for debating club, School choir, Drama club, Debating club and Disciplinary committee
2000 – 2001	Programme Co-ordinator and Curriculum designer for FDE and BED modules at the University of Pretoria
2004 – 2005	Programme Co-ordinator and Curriculum designer for BED degrees at the University of Pretoria
2009 - 2010	Head of Research and Publications – Regenesys
2011 -	Head of Capacity building and training unit  – Limpopo LED Resource centre

#### **EXTERNAL EXAMINING**

I have been an external examiner for the following institutions:

1. UNISA	4 Masters and 1 Doctoral students
2. University of Limpopo	5 Masters Students and 1 PhD student
3. University of Kwa-Zulu	Marking of BEd scripts for both
·	undergraduate and postgraduate students
	(1000 scripts).
	10 MBA Dissertations
4. University of Stellenbosch	1 Masters Student
5. Milpark Business School	5 MBA Dissertations

#### ARTICLE PEER-REVIEWS

South African Journal of Education – 2002 - 2003

#### **PART-TIME WORK**

 Senior Lecturer – Gordon Institute of Business Studies (GIBS) – University of Pretoria = Executive Management training of world-wide for Executive Management of Barloword International on Social Relevance of community projects.

#### MASTERS IN EDUCATION SUPERVISION

1. Ntike Jan Boroko. May 2007. Learners taking technical drawing: Does gender make a difference? Faculty of Education. University of Pretoria.

#### MASTERS IN BUSINESS ADMINISTRATION (MBA) SUPERVISION

- Supa Pengbid. May 2010. Content analysis of food advertisement and their ethical implications to the consumers. Regenesys Business School, Sandton, Johannesburg.
- 3. Kganyago, Anthony. 2011. **Managing Knowledge at Standard Bank Financial Consultancy.** Regenesys Business School. Sandton, Johannesburg.
- Mashia, Fulufhelo. 2011. The Impact of performance appraisal on the development of educators in Secondary Schools in Ekurhuleni North District. Regenesys Business School. Sandton, Johannesburg.
- Vogt, Angela. 2011. Investigating the greening strategy of a South African Service Sector Business: A case study of an educational institution. Regenesys Business School. Sandton, Johannesburg.
- 6. Bailey, Sheldon. 2011. **The Evaluation of direct selling business models in Gauteng Province.** Regenesys Business School. Sandton, Johannesburg.

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- Kgoadi, Pretty. 2011. Critical evaluation of the impact of turn-over of skilled professional nurses in Johannesburg municipality. Regenesys Business School. Sandton, Johannesburg.
- 8. Luke, Maria. 2011. **Transformation in the Estate Agency Industry.** Regenesys Business School. Sandton, Johannesburg.
- 9. Masuluke, Mihloti. 2011. **How corporate social investment impacts an ordinary rural girl child.** Regenesys Business School. Sandton, Johannesburg.
- 10. Thompson, Allan. 2011. The authoritative servant model of leadership as an optimised model of leadership for the independent schools sector in South Africa. Regenesys Business School. Sandton, Johannesburg.

#### MASTERS IN PUBLIC MANAGEMENT

- 11. Christopher, Stoffels. May 2010. A Study of Processes in the Johannesburg Deeds Registry and Zenzele Informal Settlement towards a Search for Integrated Land Administration Practices. Regenesys Public Management School.
- 12. Maliti, Ignatia. 2011. The impact of child support grant in alleviating poverty:
  A case study of three wards in Metsweding district. Regenesys Public
  Management School. Sandton, Johannesburg.

#### PAPERS DELIVERED AT CONFERENCES

"Teacher professionalism and motivation as Prerequisites for a positive culture of learning and teaching." Paper presented at the University of Bergen, NORWAY. (November 2000).

"Curriculum change in post-apartheid higher education institutions: Inside the politics and processes of changing knowledge in a changing society" – Kenton Conference, DURBAN, SOUTH AFRICA, 25 – 28 October 2007.

"The effect of transitions on access to higher education" 18 – 22 August 2008. WASHINGTON, DC, UNITED STATES OF AMERICA.

#### **CONFERENCES ATTENDED**

TITLE DATE

Research Methods: University

of Bergen, NORWAY. November, 2000

International seminar on "case studies in curriculum development:

contributions to the Kosovo education reform.

Pristina, KOSOVO. 2-5 May, 2001.

Curriculum development and education

For living together: conceptual and managerial

Challenges in Africa and the world. KENYA. 25 - 29 June 2001.

46<sup>th</sup> session of International conference on education: educational content and learning Strategies for living together in the 21<sup>st</sup> century:

problems and solutions. GENEVA. 5 - 7 September, 2001.

"Curriculum change in post-apartheid higher education institutions: Inside the politics and processes of changing knowledge in a changing society" – Kenton Conference, DURBAN, SOUTH AFRICA, 25 – 28 October 2007.

#### PROFESSIONAL MEMBERSHIPS

- 1. A member of the South African Education and Law Policy Association (SAELPA)
- 2. Education Management Association of South Africa (EMASA)
- 3. A member of Kenton Education Association, South Africa.
- 3. UNESCO Consultant for the International Bureau of Education, Geneva, Switzerland
- 4. Institute of Higher Education Policy (IHEP) FELLOW

#### PROFESSIONAL QUALIFICATIONS

1. Assessor Training (Accredited by The EDTP- SETA)

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- 2. Moderator Training (Accredited by The EDTP SETA)
- 3. Mentor Training (Accredited by the National University of Lesotho)

#### AREAS OF RESEARCH

Education Management, Policy-making and analysis, Comparative studies, Curriculum studies, Higher Education Policy Studies, Business and Market research.

#### **BUSINESS EXPERIENCE**

- 1. Chief Executive Officer for Freshe Office Solutions for 5 years.
- 2. Dr. Mankolo Lethoko has done a course in Bookkeeping and Business Management with Damelin Centurion branch.
- **3.** Managing Director for UNIGLOBE Nozulu travel January 2008 September 2009.

#### **BUSINESS-RELATED PRESENTATIONS**

- 1. I was invited by Umsobomwu Youth Fund and The Embassy of the United States Commercial division "Buy USA" on the 24<sup>th</sup> November 2008 to give a talk and motivate young entrepreneurs in Soweto to take risks and open business in order to create employment and be self-employed.
- 2. In the build up for FIFA 2010 Soccer Cup, the SABC television in collaboration with the UNIGLOBE Travel Sub-Sahara brand organized a 'tourism talk" related to FIFA 2010 Soccer World Cup on SABC 2 on the 2<sup>nd</sup> December 2008. I was chosen as the Franchise owner to present the brand on Television and assure international tourists that tourism in South Africa was well-prepared for the event.

#### **REFERENCES**

Prof. Jan Heystek University of Stellenbosch

Faculty of Education

Department of Education Policy Studies

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CURRICULUM VITAE
Mankolo Xaverine Lethoko