

Tebogo Fabrige Matamela

ZFA60 Atteridgeville Noko Street Pretoria

Contact No :0672504217

Gender :Male

Marital State :Unmarried

DOB :16/3/1994

City :Pretoria

State :Gauteng

Country :South Africa

Pincode :0008

Email : Fabrigematamela@gmail.com

Academic Details

- Human Resource Management, Capricorn TVET College
70
2019
- Matric, Boetse Secondary School
70%
2014

Work Experience

- Higher Education and Training
HR Intern
Jan 2022 - Dec 2023
Management of PERSAL records and all conditions of service of all staff of the Department.
Appointments, acting appointments and project appointments and payment claims thereof.
Transfers, promotions, upgrading, translations, movements and terminations and related settlement processes.
Leave capturing, including PILIR cases.
Probation periods, recognition of qualifications, recognition of long service awards, injuries on duty and assisting staff to control medical aid deductions.
Notch assessments, merit awards, S&T claims.
Capture claims on compeasy and open files.
Calculate state guarantees on request, capture housing and home owner allowance.
Administer all aspects of pension administration and exit interviews, in relation to retirements, resignation, transfers and death.
Ensure updating is done in appointment register and exit interview register.
Assist in the management of the sub-directorate.
Write submissions for all aspects of personnel.
Following up with both medical providers and compensation fund
Assisting officials with completing of pension documents
- WF Knobel Hospital
HR Student Intern
Mar 2018 - Sep 2019

Ensuring the existence or availability of posts and making submission for advertisement of posts.

Receiving and schedule applications, arranging shortlisting and interviews.

Scheduling interviews and informing interviewees of times, dates, and venues.

Final selection and preparing selection reports and make recommendation to senior personnel for appointment.

The development of Human Resource Plan, development of Employment Equity and development of succession plan.

Implementation of state guarantees, housing allowances, resettlements, bonuses, medical aid, and pensions.

Capturing leave applications in the PERSAL system.

Auditing leave on retirement, resignation, and capped leave.

Capturing of termination of service on PERSAL System.

Skills

- MS Word
- MS Excel
- MS Outlook

Strength & Hobbies

- hard working, organised, dependable, sociable, openness, and highly motivated qualities are attributes to my ability to associate well with people of different cultures, beliefs, and personalities.
- Volley Ball
- Watching

Reference

Tudu IC

Chief Personnel Office

Higher Education and Training

Tudu.I@dhet.gov.za

0796040427

Sekwaila VM

Senior Training Officer

WF Knobel Hospital

0152211517

Barnard G

Assistant Director

Capricorn TVET College

Barnard.G@dhet.gov.za

0723374288



(Tebogo Fabrige Matamela)