



**Resume' of Solly Matheba**

## 2.2 Skills Programmes (Short Courses Attended)

- ◆ RPL Advisor Training: 2007
- ◆ Principle Based Leadership 2003
- ◆ MS Project Introduction, Intermediate & Advanced: 2003

Qualifications	Institute/College/University	Year Completed
BA (Psychology & Sociology)	UNISA	1993
BA (Hons) Psychology	University of Pretoria	1997
Masters Diploma in HRM	University of Johannesburg	2005
Advanced Diploma in Labour Law	University of Johaanesburg	2006
Middle Management Programme	Technikon PTA & SA	1998

## 3. SKILLS AND COMPETENCIES

- ◆ Please, list all the skills/ competencies that you are convinced you have mastered and the level of proficiency

Skills/ Competencies	Level of Proficiency
Selection, interviewing, testing, assessment & placement skills	Advanced
Grievance, disciplinary & trade union engagement skills	Advanced

Employment Equity	Advanced
Performance management and evaluation	Intermediate
HR Administration	Advanced
Budgeting & financial management	Advanced
Occupational Health & Safety	Intermediate
HR Policy formulation, interpretation and implementation	Advanced
Skills Development	Intermediate
Organisational design & job evaluation	Intermediate
Assessment skills	Advanced

#### 4. HR INFORMATION SYSTEMS (I am well conversant with the following HRIS)

Please, list all the HR Information System you are conversant with the level of proficiency, eg.

HR Information System	Level of Proficiency
SAP	Intermediate
Cyborg	Advanced

#### 5. EMPLOYMENT HISTORY

Please, list all your employers, starting with the current going back to the first one.

Name of Employer	Date of Employment	Position	Duties & Responsibilities	Reason for leaving	Contact
City of Tshwane	01.08.2003	Manager	<ul style="list-style-type: none"> <li>◆ HR (Generalist)</li> </ul>	New challenges	012 3581032
			<ul style="list-style-type: none"> <li>◆ Employment Equity</li> </ul>		
			<ul style="list-style-type: none"> <li>◆ Performance management</li> </ul>		

			◆ Budgeting & Financial management		
City Council of Pretoria	01.09.2000	Chief: HR	◆ HR (Generalist)	Promoted	012 3581032
City Council of Pretoria	01.06.1996	HR Officer	◆ Recruitment & selection	Promoted	012 3581032
			◆ Psychometric evaluation		
			◆ Assessments		
			◆ Knowledge testing		
			◆ Interviewing		
SAPS	17.01.1994	Asst Personnel Practitioner	◆ Union negotiations	Better offer	
			◆ Labour Relations training		
			◆ Establishment of workplace forums		
			◆		

## 6. PROFESSIONAL BODIES

Please, list all your registrations and accreditations with professional Bodies/ Institutions, E.g.

Name of The Body/ Institution	Category of Registration	Registration/ Accreditation Number
IPM	Member	603595
HPCSA	Psychometrist	PMT 0050008
BMF	Member	M1000445