

CURRICULUM VITAE

1. **Surname:** JOUBERT
2. **Name:** Erika
3. **Date and place of birth:** 28 May 1967, Uitenhage, E-Cape, South Africa
4. **Nationality:** South African
5. **Civil Status:** Married
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7. Education:

<i>Institution:</i> University of Stellenbosch, South Africa, Student nrs.: 8615918 and 10981373	<i>Institution:</i> University of Stellenbosch, SA
<i>Date:</i> 1986 - 1988	<i>Date:</i> 1989
<i>Degree:</i> BA (Industrial Psychology)	<i>Degree:</i> BA (Hons) Development Studies

8. Language skills (Mark 1 to 5 for competence, where 5 is the highest):

LANGUAGE	Reading (<i>Passive</i>)	Spoken	Written
English	5	5	5
Afrikaans (<i>Mother Tongue</i>)	5	5	5
IsiXhosa	1	1	1
Dutch / Flemish	2	3 (<i>understanding</i>)	0
ChiChewa	0	1	0

9. **Membership of Professional and Other Bodies:** South African Fellow for the LEAD¹ programme (Leadership in Environment & Development), Cohort 6, Southern Africa Group
10. **Other skills (e.g. computer literacy, etc.):** MS Word, Microsoft Outlook, Word Perfect 5.1, basic skills in Quattro Pro & Excel, Internet & e-mail literate, Twitter, Blogging
11. **Present Position:** Independent development consultant
12. **Years of professional experience:** 20+ years and independent development service provision since February 2003
13. **Key qualifications, skills, experience:**
 - Process evaluation at community and institutional level
 - Adult learning
 - Development of training methodologies, curricula, manuals and tool kits
 - The Household Livelihoods Approach and Programming
 - Participatory research methodologies (PRA/PLA skills and facilitation)
 - *Metaplan* methodology, planning matrixes and log frames
 - Monitoring and Evaluation
 - Training workshop facilitation and Training of trainers
 - Presentation & Facilitation skills, Co-ordinating events and documentation / rapporteuring
 - Local Economic Development support (Thina Sinako programme²)
 - The Logical Framework
 - HIV & AIDS and gender mainstreaming
 - NSA (NGO, CBO) capacity building and organisational development
 - Rights-based approach to development
 - Participatory needs assessments and baselines and qualitative research
 - Advocacy & Lobbying training
 - Partnerships & networking / co-ordinating networks

¹ <http://www.lead.org>

² <http://www.thinasinako.co.za/>

14. Specific experience in Southern African countries: SUMMARY

Country	Date from – Date to	Name and brief description of the project Refer to section (15.) for detail.
Malawi	2003 to date	<ul style="list-style-type: none"> • National AIDS Commission of Malawi: development of the M & E training manual for CBOs (with Mutengo Consulting³). • Various contracts for CARE Malawi: documenting lessons learned, facilitating training workshops on incorporating a livelihoods approach and HIV/AIDS mainstreaming, management of projects, M & E, HR tasks, process evaluation, design of toolkits (incl. the health scorecard), Development of manuals and tools. • Reporter for Development Relief Workshop held in Malawi, CARE International (Nov. 2006). • Training of trainers workshop – CARE Malawi (December 2006). • Co-ordination and management of Final Evaluation: C-SAFE programme. • EU/NSA Capacity Building Programme: technical assistance for development of a manual on project and organisational management (May – July 2008) and training of NSAs and EU grantees in the manual (Oct. 2009). • Final Evaluation: EU-Government of Malawi Micro-Project Programme IV, Malawi (Aug. 2010).
South Africa	1988 to date	<ul style="list-style-type: none"> • Technical assistant and junior lecturer, Univ. of Stellenbosch. • Community liaison officer, ex-Cape Provincial Administration. • Junior lecturer, UNISA. • Lecturer, Technikon Pretoria (Nelspruit campus). • Community organiser for engineering consultant in water & sanitation. • Researcher/M & E officer, water & sanitation NGO. • Governance, Livelihoods & Advocacy Programme co-ordinator and the SCAPE⁴ programme HLSA programme team co-ordinator, E-Cape NGO Coalition. • Part-time tutoring work for Technikon South Africa, East London campus. • With Mutengo Consulting: evaluation of a land NGO's livelihoods programme. • Development consultancy work for CARE South Africa (developed HLSA training manual and preparation work for the evaluation of the SCAPE programme). • Voluntary one-day training for the Knysna AIDS Council (June 2006). • Documenting the Women's Economic Summit for the OSW, E-Cape government (Aug. 2006). • Drafting grant funding proposals (Nov. 2006). • Facilitated workshops on EU Thina Sinako LED Local Competitiveness Fund and logframe (Nov. 2006, March 2007). • Facilitated fundraising skills workshop for DED and EC community radio stations (Nov. 2006). • Developed ECNGOC HIV & AIDS capacity building programme (Sep. 2006), as well as drafted and submitted a successful funding proposal. • Desk-based study on underlying causes of poverty in SA and Swaziland (Apr 2007). • Development of a capacity assessment and categorisation tool for the ECNGOC and orientation of field workers in its use (April – June 2007). • PRA/PLA and Advocacy Training for FAMSA volunteers and CPF members (May – July 2007). • Analysis of ECNGOC membership capacity and categorisation. • Khanya-aiddd - Integrated Sustainable Rural Development Programme and Urban Renewal Programme nodes - Researcher and technical support for the Mdantsane node. • Swisscontact/ECOTEC: conducting a civil society stakeholder analysis for community participation in local government planning and implementation. • Recording and compilation of report for International Women's Conference (Masimanyane) 13 & 14 Nov. 2007. • Recording and compilation of report for DOH Service Transformation Plan Indibano, 2 Nov. 2007. • Rapporteur at International's Women's Conference, Masimanyane Women's Support Centre (Nov. 2007). • Development of M & E Framework for East London Child & Family Welfare Society (March – April 2008). • Swisscontact / ECOTEC (Aug., Sep. 2008): Co-facilitator and rapporteur for workshop on the Communication Strategy for the Alfred Nzo District. • Swisscontact (Oct. 2008 – Dec 2008) co-ordinator for needs assessment and planning for capacity building of civil society organisations in the Alfred Nzo District. • Media Monitoring Africa (March & April 2009): monitoring of TV news for SA 2009 elections. • Ongoing with Synergos: Part-time co-ordinator for the Southern Africa Community Grantmakers Leaders Cooperative. • And logistical support for Imbeleko Project (Southern Africa Initiative for Orphans and Vulnerable Children)⁵. • And M & E technical services and logistical support for the Bridging Leadership initiative between Dept. Social Development, LINC⁶ and Synergos. • Volunteer facilitator as part of the international facilitation team at the LEAD International Session in Port Elizabeth (31 Oct. – 6 Nov. 2010). • Research analyst on the JSE SRI Index: University of Stellenbosch Graduate School of Business: Unit for Corporate Governance in Africa. • Facilitated session on Stakeholder engagement and multi-stakeholder processes at the Dept Social Development hosted Leadership Training In Sustainable Development: The Population, Environment And Development (PED) Nexus (10 July 2011). • Researcher on PIC/USB project (March 2012). • Part of international team developing in London the Moodle on-line curriculum for LEAD International. • Facilitation of management meeting, Marie Stopes South Africa. • Research analyst on the JSE SRI Index: University of Stellenbosch Graduate School of Business: Centre for Corporate Governance in Africa. • Expert on Interim Evaluation of Erasmus Mundus Action 2 In South Africa. • Seboka Training & Support Network: facilitation of training for Limpopo Department Social Development. • Facilitator and organiser for the June 2013 PED Nexus Training Workshop. • Southern African Community Grantmakers Leadership Forum: strategic plan finalisation Dec. 2013.
Lesotho	2003 to 2008 (periodic)	<ul style="list-style-type: none"> • SCAPE programme (E-Cape HLSA co-ordinator) and the Lesedi Gender & Rights Squad. • C-SAFE/ Lesotho (M & E co-ordination services). • World Vision Lesotho: compiling the operational manual on cash transfers (July – Nov. 2008).
Zimbabwe	2005 to 2007 (periodic)	<ul style="list-style-type: none"> • Team leader: exit strategies most promising practices in emergency food security programming (C-SAFE Zimbabwe). • M & E support and management in preparation for Final Survey (C-SAFE Zimbabwe). • Review of HIV/AIDS and gender mainstreaming, DFID/PRP Zimbabwe (2007).
Zambia	2003 to 2006 (periodic)	<ul style="list-style-type: none"> • Development study tour to CARE Zambia, HLSA. • Team leader: exit strategies most promising practices in emergency food security programming (C-SAFE Zambia).
Canada	16 - 22 October 2011	Volunteer & presenter at the Cohort 16 LEAD International session in Ottawa: 'Greening Our Economies: Leadership, learning and technology for a sustainable world.'
England	29 Jan. - 2 Feb. 2012	Part of multi-national team developing in London the Moodle on-line curriculum for the LEAD International Fremium course; Training Units: Stakeholder Engagement and Advocacy and Influencing.

³ <http://www.mutengo.co.za>

⁴ <http://www.scape.org.za>

⁵ A tripartite partnership between the Foundation for Community Development, Mozambique; the Nelson Mandela Children's Fund, South Africa, and the Synergos Institute, Southern Africa.

⁶ www.linc.org.za

⁷ Consortium for Southern Africa Food Security Emergency <http://www.c-safe.org>

15. Professional experience (detailed information):

Date from – Date to	Location	Company	Position	Description
December 2013	South Africa	Southern African Community Grantmakers Leadership Forum	Consultant	Short-term contract to assist the Forum in finalising its strategic plan (2014 - 2017).
June 2013	South Africa	National Department Social Development: National Population Unit and LEAD-SEA	Organiser & Facilitator	Overall facilitator and organiser for the 2013 PED Nexus Training Workshop. Theme: 'West Coast Communities: sustainable livelihoods explored.' In addition, presented sessions on the LEAD International programme and The Household Livelihood Security Model.
November 2012 – February 2013	South Africa	Seboka Training & Support Network	Facilitator / Trainer	Contract for facilitation of Modules 2 – 4 (Spatial Development, Data Gathering and Analysis and Integrated Development, NQF levels 5 & 6) of the Integrated & Sustainable Development Planning (ISDP) learning programme for the Limpopo provincial Department of Social Development. This programme is aligned to three unit standards that fall within LG Seta scope.
September - October 2012	South Africa	Ibf International Consultants / EU	Expert / Consultant	Part of two-person team on the Interim Evaluation of Erasmus Mundus Action 2 In South Africa (EU).
May - October 2012	South Africa	University of Stellenbosch. Graduate School of Business: Unit for Corporate Governance in Africa	Research analyst	Working as a research analyst on the Johannesburg Stock Exchange (JSE) and UK-based responsible investment research specialists EIRIS, with the Unit for Corporate Governance in Africa to conduct the research for the JSE Socially Responsible Investment (SRI) Index.
17 May 2012	South Africa	Marie Stopes South Africa	Facilitator	Facilitation of Commercial Day meeting with management on 17 May 2012.
2 May 2012	South Africa	ZETASTAX / Nomkhitha Gysman Consulting (Client: Makana Municipality, Eastern Cape province)	Translator	Translation from English to Afrikaans of the "Makana Municipality perception survey about litter and determining the needs of the community".
Jan.2012 - March 2012	South Africa	University of Stellenbosch. Graduate School of Business: Unit for Corporate Governance in Africa	Research analyst	Working as a research analyst on the PIC research into listed companies, with the Unit for Corporate Governance in Africa to conduct the research for the JSE Socially Responsible Investment (SRI) Index.
29th January to 2nd February 2012	England	LEAD International	Volunteer consultant: Online curriculum developer	Part of multi-national team developing in London the Moodle on-line curriculum for the LEAD International Premium course; Training Units: Stakeholder Engagement and Advocacy and Influencing.
16 - 22 Oct. 2011	Canada	LEAD International	Volunteer facilitator & presenter	Part of the international facilitation team for the LEAD International Session, Cohort 16 in Ottawa: 'Greening Our Economies: Leadership, learning and technology for a sustainable world.'
May - October 2011	South Africa	University of Stellenbosch.	Research analyst	Working as a research analyst on the Johannesburg Stock Exchange (JSE) and UK-based responsible investment research specialists EIRIS, with the Unit for Corporate Governance in Africa to conduct the research for the JSE Socially Responsible

Date from – Date to	Location	Company	Position	Description
		Graduate School of Business: Unit for Corporate Governance in Africa		Investment (SRI) Index.
10 July 2011	South Africa	Dept Social Development / LEAD International	Consultant / Facilitator	Facilitated session on Stakeholder engagement and multi-stakeholder processes at the Dept Social Development hosted Leadership Training In Sustainable Development: The Population, Environment And Development (PED) Nexus.
31 Oct. – 6 Nov. 2010	South Africa	LEAD International	Volunteer facilitator	Part of the international facilitation team for the LEAD International Session on Population, Climate Change and Development Challenges and Opportunities for a Sustainable Future held in Port Elizabeth South Africa.
Mid-Sep. 2010	South Africa	ZETASTAX / Nomkhitha Gysman Consulting (Client: Makana Municipality, Eastern Cape province)	Translator	Translation from English to Afrikaans of the “Makana LM Water Savings Campaign”.
July - August 2010	Malawi	European Union-Government of Malawi	Consultant	Provision of expert services on the Final Evaluation of the EU-Government of Malawi Micro-Project Programme IV, Malawi.
April – Nov 2010	South Africa	SYNERGOS	Consultant	Provision of logistical, facilitation and secretariat support to the Imbeleko Project (a (Southern Africa Initiative for Orphans and Vulnerable Children).
March – May 2010	South Africa	SYNERGOS	Consultant	M & E technical services and logistical support for the initial work on the Bridging Leadership initiative between Dept. Social Development, LINC and Synergos. (Programme on hold.)
From Oct. 2008 until end of Feb. 2011	South Africa	SYNERGOS	Part-time co-ordinator	Long-term contract. Part-time co-ordinator for the Southern Africa Community Grantmakers Leaders Cooperative and various short contracts on other Synergos programmes.
February 2010	Southern Africa	B & S Europe, Netherlands	Consultant	One day contract to mobilise responses from students and academics from Mozambique, Tanzania, SA, Zimbabwe and Malawi via e-mail and telephone contact for a survey on Africa Union research and study bursaries. Survey managed by B & S Europe.
Oct 2009	Malawi	EU/NSA Capacity Building Programme	Consultant / Trainer	Part of two-person team providing training of NSAs and EU grantees on project management cycle and organisational management; using the manual as developed in June 2008.
March & April 2009	South Africa	Media Monitoring Africa	Consultant / Field monitor	Media monitoring of Afrikaans language news and Fokus programme on TV (SABC) for SA 2009 election coverage.
Oct. 2008 – Dec 2008	South Africa	Swisscontact / ECOTEC / Austrian Development Agency	Consultant / Co-ordinator	Co-ordinate a needs assessment and plan for capacity building of civil society organisations in the Alfred Nzo District, specifically in respect with engaging with local government.
August, Sep. 2008	South Africa	Swisscontact / ECOTEC / Austrian Development Agency	Consultant / Workshop facilitator	Co-facilitation of a high level workshop on the Communication Strategy for the Alfred Nzo District Municipality and 2 local municipalities and development of the workshop report.
July 2008	South Africa / Lesotho	World Vision Lesotho	Consultant / Operational Manual developer	Development of the WV Lesotho Cash Transfer Operation Manual
May – July 2008	Malawi	EU NSA Capacity Building Programme	Consultant / Technical Assistant	Category 2 expert on a 5-member team developing a manual on project and organisational management for use by local non-state actors (NSAs) in Malawi.
March – April	South Africa	East London Child &	Consultant / M &	Developing an M & E framework for the organisation. as well as conducting an information session for staff on M & E.

Date from – Date to	Location	Company	Position	Description
2008		Family Welfare Society	E	
2008	South Africa	Univ. of Stellenbosch: Mentorship Programme	Volunteer mentor	Acted as mentor for Honours student, Ms Shahieda Davids (student nr.: 14322773), under the Univ. of Stellenbosch's mentorship programme.
Nov 2007	South Africa	Masimanyane Women's Support Centre / Jireh Event Management	Consultant / Rapporteur	Rapporteur at the International Women's Conference 13 & 14 November 2007. Recording of the event and compilation of the report.
Oct 2007	South Africa	Dept of Health (Eastern Cape gov.) / Jireh Event Management	Consultant / c Rapporteur	Rapporteur at the DOH Service Transformation Plan (STP) Indibano, 2 November 2007. Recording of the event and compilation of the report.
Sep 2007	Zimbabwe	GRM/TLC/DFID	Consultant / Researcher	Review of Partner Mainstreaming of HIV/AIDS and Gender for the DFID Protracted Relief Programme, Phase 1.
July – Nov. 2007	South Africa	EC NGO Coalition	Consultant	2 nd part of current contract: analysis of field findings on ECNGOC membership – capacity assessment and categorisation of civil society organisations / membership.
July – Aug. 2007	South Africa	Swisscontact/ECOTE C with Alfred Nzo district municipality	Consultant / Researcher	Conducting a stakeholder analysis for community and civil society participation in local government planning and implementation.
May 2007- Mar 2008	South Africa	Khanya-aicdd	Consultant / Researcher	The Department of Social Development: Integrated Sustainable Rural Development Programme and Urban Renewal Programme nodes. Providing technical support and fulfilling a researcher function in the Mdantsane node.
June, July 2007	South Africa	EU LED Thina Sinako programme	Consultant	Short-term Technical Assistance for FIF Development of FIF project applications; Mt Frere/Matatiele. (FIF = EU/Thina Sinako Financial Innovation Fund.)
May, June, July 2007	South Africa	FAMSA (Family and Marriage Association of SA)	Consultant / Trainer	Development and facilitation of PRA/PLA and Advocacy & Lobbying training workshops for FAMSA volunteers and Community Policing Volunteers in various areas of Nelson Mandela Municipal Metropole, SA.
June 2007	South Africa	The Eastern Cape NGO Coalition	Consultant / Trainer	Orientation of field workers on the capacity assessment and categorisation tool for ECNGOC.
May 2007	South Africa	The Eastern Cape NGO Coalition	Consultant	Development of a capacity assessment and categorisation tool for ECNGOC member organisations to enable relevant and sustainable capacity building interventions. Orientation of field workers.
Apr 2007	South Africa	Khanya-aicdd	Consultant researcher	Desk-based study on underlying causes of poverty in SA and Swaziland.
March 2007	South Africa	EU LED Thina Sinako programme	Workshop Facilitator	Co-facilitated and facilitated respectively 2 workshops for the Amathole & Chris Hani districts, as well as Cacadu district & Nelson Mandela Metropole on Local Economic Development and the Logframe.
Feb. 2007	South Africa	Ingqondi Consulting	Workshop Facilitator	Facilitated a workshop on behalf of Ingqondi Consulting on the review of the implementation plan for the Amatole District Municipality's land reform & settlement plan.
Dec. 2006	Malawi	CARE Malawi	Trainer	Facilitated a Training of Trainers workshop with staff from international NGOs, district & city assemblies and CBOs to use the User Guide "Walking the Divide" to implement the Livelihoods Framework and to mainstream HIV & AIDS.
Nov. 2006	South Africa	The Eastern Cape	Grant proposal	Drafting of a successful grant funding proposal for the Eastern Cape NGO Coalition for implementation of the ECNGOC HIV & AIDS

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		NGO Coalition	developer	capacity building programme.
Nov. 2006	South Africa	Thina Sinako Provincial LED programme	Workshop Facilitator	Co-facilitated workshop with the Mt Ayliff municipality on the EU LED Local Competitiveness Fund and the logframe as a planning and budget tool.
Nov. 2006	South Africa	Deutscher Entwicklungsdienst (DED)	Trainer & mentor	Facilitated a fundraising skills workshop for DED and community radio stations – with ongoing mentoring / technical support.
October 2006	Malawi	CARE International, Atlanta	Documenter	Reporter for Development Relief Workshop held in Malawi from 30 October – 2 November 2006.
Sep 2006	South Africa	The Eastern Cape NGO Coalition	Programme designer	Development of an initial broad HIV & AIDS capacity building strategy into an implementable programme and plan for the ECNGOC. The programme includes a M & E framework.
August 2006	South Africa	Office of Status of Women, E-Cape	Documenter	Recording the proceedings of the E-Cape Provincial women's Economic Summit, Queenstown. 7 – 8 August 2006 and producing the subsequent report.
June 2006	South Africa	Knysna AIDS Council	Voluntary work.	One-day training for the Knysna AIDS Council on the HIV & AIDS timeline as a planning and programming tool
June 2006	Malawi	CARE Malawi	Training materials developer	A-LIFH ⁸ programme: scorecard toolkit and institutionalization Developed a generic toolkit for adoption of the scorecard methodology within Malawi government institutions, as well as step-by-step implementation thereof by facilitators.
April & May 2006	Zimbabwe	CARE Zimbabwe	Evaluator	CARE Zimbabwe HIV and AIDS response review. In partnership with local consultant reviewed the current HIV and AIDS response within the CARE Zimbabwe community home based care programme (DFID PRP) and developed the final report containing the findings, as well as recommendations.
Feb 2006 – June 2006	Malawi	SAPRN / CARE Malawi	Training materials developer & Trainer	Developed the CBO User Guide: Livelihoods Framework Training & HIV/AIDS Mainstreaming. Developing a user guide and tools for use by CBOs and NGOs to implement the livelihoods approach & HIV/AIDS mainstreaming training workshop, as well as the livelihoods & organizational assessments.
Oct – Nov 2005	Malawi	CORE INITIATIVE / CARE Malawi	Process Evaluator	"Partnering for a Livelihoods Response to HIV/AIDS in Malawi project." Conducted the process evaluation on community and institutional level, including a lessons learnt component. Produced the report and also developed the proposal for continuance of the project.
Oct 2004 – Oct 2005	Malawi	CORE INITIATIVE / CARE Malawi	Trainer & Project Process Developer	"Partnering for a Livelihoods Response to HIV/AIDS in Malawi project." Developed the methodologies, training processes and training manual for incorporating a livelihoods approach in HIV/AIDS programming and mainstreaming HIV/AIDS in livelihoods programming.
Jul – Aug 2005	Malawi	RPU, C-SAFE ZIMBABWE -World Vision	M&E consultant	Provision of interim M & E support services for the implementation of the monitoring and evaluation activities related to the C-SAFE food security programme in Zimbabwe, including the final C-SAFE Review
Jun 2005	Malawi	CORE INITIATIVE / CARE Malawi	Training materials developer	Designing training materials/graphics for various users, such as low literacy and NGO participants. This contract is a follow on from the livelihoods training and assessments conducted for CARE Malawi.
May 2005	Malawi	CARE Malawi	Trainer of Trainers	National AIDS Commission of Malawi Umbrella Project (NACUP). Designed and presented the training of trainers for the CARE Malawi / NACUP: "Livelihoods programming for HIV/AIDS" Training Workshop. Conducted with representatives from CARE Malawi, Save the Children US, the District and City AIDS Coordinating Committees and

⁸ Advocating for the Local Initiatives for Health programme

Date from – Date to	Location	Company	Position	Description
				other stakeholders.
April 2005	Zambia, Zimbabwe	C-SAFE (World Vision, CARE, CRS)	Team Leader	Team leader on the Exit Strategy Promising Practices project. A process that involved designing a workshop process to extract promising practices from the food security programme C-SAFE Zambia and Zimbabwe respectively. Facilitated workshops in Lusaka and Harare respectively and contributed to documenting the promising practices for a final report.
Mar 2005	South Africa and Lesotho	CARE South Africa	Training manual developer	Development of a final HLSA manual for the SCAPE programme. Consolidated current methodology and training and assessment processes. Expanded on and developed final processes and manual.
Oct 2004 – Mar 2005	Malawi	CARE Malawi	Trainer and Project Process Developer	CORE Initiative funded project on Partnering for a Livelihoods Response to HIV/AIDS in Malawi. (Includes a small-grants sections.) Developed and conducted a training process for F/CBOs on incorporating a livelihoods approach into current programming, and mainstreaming HIV/AIDS into current programming. Includes training in PRA/PLA tools. For the accompanying assessment process, provided support in the assessments, as well as developed tools and processes for livelihoods and institutional assessments.
Oct. – Nov. 04	SA	CARE South Africa/ Lesotho	Consultant	Short-term contract to record and assess the relevant documents and reports of the four SCAPE partners in preparation for the Dec. 04 / Jan. 05 impact evaluation.
May 2004 – Sep 2004	Malawi	CARE Malawi	(i) M & E Co-ordinator for the C-SAFE programme and (ii) HIV/Aids Advisor for CARE Malawi NACUP. (Full-time contract appointment)	(i) Middle-management level. Managed a 4-member CARE Malawi team. Co-ordinated, facilitated and managed various M & E methodologies and tools for implementation by the 9 C-SAFE partner organizations. Contributed to the design of the Final Survey for the C-SAFE Malawi programme and planned and managed the implementation thereof. (ii) Advisory and support role in the National Aids Commission of Malawi umbrella organization project and processes.
April - May 2004	Malawi	CARE Malawi	Documenter	Developed theme papers on the lessons learned and best practices for the Improving Livelihoods Through Public Works Programme (ILTPWP) within CARE Malawi.
Feb – June 2004	Malawi	The National Aids Commission of Malawi	Training manual developer	Awarded the tender (as Mutengo Consulting) to develop the generic M & E curriculum for the training of HIV/Aids CBOs in Malawi. The team arranged, planned, designed and conducted training needs analysis workshops, conducted interviews with sample CBOs and umbrella organisations, and developed the manual accordingly.
Periodically throughout 2003	Malawi	Programme Management Unit, GoM/EU Public Works Programme	Logistics and organiser	Provided logistical and organisational support to this office for the periods when various delegations visited Malawi the public works projects.
August - September 2003	E-Cape province, South Africa	Eastern Cape NGO Coalition (ECNGOC)	Evaluator	Part of the Evaluation Team (Mutengo Consulting) evaluating the impact of the land rights NGO, Border Rural Committee's programmes on food security in selected case studies (villages) in the central region of the Eastern Cape Province. As part of the team planned and implemented the evaluation process and designed the methodology (PRA/PLA tools); co-presented initial findings and compiled final draft report.
2000 - 2002 part-time / after	E-Cape province,	Technikon South Arica	Tutor	Tutoring for students in the subjects Municipal Administration and Public Administration, as well as marking of assignments and scripts.

Date from – Date to	Location	Company	Position	Description
hours	South Africa			
Oct 1998 – Jan 2003	East London, SA	Eastern Cape NGO Coalition (ECNGOC)	Governance, Livelihoods & Advocacy Programme co-ordinator	Together with the Director provided strategic & operational planning and direction for the Governance, Livelihoods & Advocacy Programme. Under SCAPE: Responsible for planning, managing and co-ordination of all Household Livelihood Security Assessment (HLSA) activities for the Eastern Cape province, including the synthesis process (analysis & planning of the HLSA findings). Provision of training in Advocacy & Lobbying, as well as in Partnerships and Networking. Conducted NGO and CBO project evaluations & organisational assessments. General Secretary: Eastern Cape Network on Violence Against Women
Aug. 1996 – Sep. 1998	East London, SA	Rural Support Services (water & sanitation NGO)	Researcher	Securing research commissions; managing resource centre; conduct research, monitoring & evaluation of RSS projects. Co-founding member of RSS Gender Team, with Nko Mkonjwa.
1994 – 1996 periodic	Mpumalanga and Northern province, SA	VM Rural Development Services Mr Ken Vinson	Community organiser	Monitoring and evaluation of Medicines Sans Frontiers'(French aid organisation) rural development (water & sanitation) projects as funded by the then BDDSA (British Development Division: Southern Africa) in the Eastern (now Mpumalanga) and Northern Transvaal (now Northern Province) rural areas of South Africa
Feb. 1994 – June 1996	Nelspruit, SA	Technikon Pretoria: Nelspruit Campus, Mpumalanga	Lecturer	Lecturing Public Administration, Local Government Administration and Development Management (also designed the course and developed the course material.)
Jan. 1992 – Sep 1993	Pretoria, South Africa	Dept. Development Administration, University of South Africa (Unisa)	Junior lecturer	Development and presentation of correspondence courses (all students up to honours level), writing and editing of study material, presentations at group discussions, student assistance and development, research and administrative duties. Course organiser (1st year students), academic co-ordinator (3rd year students).
1991	The ex-Cape Provincial Administration, Parow	Regional Government department	Community liaison officer	The facilitation of a community development process in urban disadvantaged communities incl. Kayamandi in Stellenbosch & Khayalitsha in Cape Town.
1990	Univ of Stellenbosch, SA	Dept. Development Administration	Temporary lecturer	Development and lecturing of 1st year course during sabbatical of professor. General departmental administrative duties.
1989	Univ of Stellenbosch, SA	Dept. Development Administration	Technical assistant	Course development, invigilation during exams, marking of tests and general administration.
1988	Univ of Stellenbosch, SA	Dept. Development Administration	Student assistant	Administrative duties.

16. Others:

16a. Publications and Seminars:

- The various manuals and toolkits as listed in Section 15 and my CV.
- "What we know about exit strategies: Practical guidance for developing exit strategies in the field." A product of the C-SAFE Learning Spaces Initiative. September 2005. Alison Gardner, Kara Greenblott, Erika Joubert. <http://www.ponline.org/docs/1676/299717.html>
- Project and organizational management Curriculum and Manual to strengthen Malawian non state actors. Client: Delegation of the European Commission to Malawi. FWC BENEf Lot 9 – Education, Employment and Social No. 2008/154295 - Version 1. ECORYS Research and Consulting. Authored by Gwen Jones, Erika Joubert, Waldo Mazelis, Jo McCormack, Clemens Romijn. 20 August 2008.

16b. Short courses completed:

Introduction to the study of museums – assignment-based short course 10-12 Junie 2013 presented by Prof Mathilda Burden, Cultural Historian, University Museum, Univ of Stellenbosch, Private Bag X1 Matieland 7602. South Africa. Tel: 021-8082002 Fax: 021-8083669 Cell: 082 7718 278 mb4@sun.ac.za

16c. References:

- Mr Edward Kellow:** Ex-Head of Learning and Leadership, LEAD International, London.
edwardkellow@gmail.com; hello@kellowlearning.com
Telephone: +44 (0)20 7323 0315 +44 (0)20 7323 0315 Mobile: +44 (0)7766996141 +44 (0)7766996141 <http://www.kellowlearning.com/>
Skype: edward.kellow Twitter: @edwardkellow
- Ms Zanele Zeka:** Tayomlu Development Services. Mobile: (+27) 076 541 4014 or (+27) 082 457 4478 Fax- mail: 0866 1977 75
E-mail: zanele9zeka@gmail.com
Skype name: zanele.zeka
- Ms Eunice Nchoe:** Capacity Building Coordinator in the National Population Unit (NPU, Department of Social Development), Telephone: (012) 3127953, Mobile: 0825667418 E-mail: EuniceN@dsd.gov.za
- Dr Clemens Romijn:** Romijn Advies, Neijmegen, Netherlands. Consultant.
E-mail: cl.romijn@romijnadvies.nl
- Ms Sarah Hugow:** Provincial Manager, Eastern Cape: National Lotteries Board, South Africa. 043 - 711 5000. Cell: 0826549459
E-mail: sarah@nlb.org.za
