

# NOXOLO VINCENTIA NGOBESE

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## OBJECTIVE

Seeking to apply my abilities to fill the designated role in the Department. I am a dedicated team player who can be relied upon to help the Department achieve its goals I am good at working as a team and individually, good at networking, open to diversify and willing to learn, pay attention to details, a problem solver, excellent communication, Innovative, work driven and performing well under pressure and under less supervision. Good Research skills and scientific Report writing.

## EXPERIENCE

- **Department of Agriculture Rural Development and Land Reform**

*10/2020 - 09/2022*

Farmer Production Support Unit Officer

- \*Support enterprises within the FPSU catchment area
- \*Disseminate agricultural information to small holder farmers and facilitate trainings
- \* Develop and implement a production plan that is costed with clear calendar of activities and allocated resources
- \*Manage the cooperative and filling of annual returns
- \* Draft rules and regulations for the FPSU management
- \* Proper maintenance of tractors, vehicles, inputs and other assets
- \* Present product samples to potential buyers
- \* Submit quarterly assessments to the supervisor
- \* Collate and submit monthly timesheet for payment
- \*co-ordinate meetings and monthly forums with relevant stakeholders
- \*Accompany farmers to workshops and trainings.
- \*monitoring of day to day running of the project in the field.
- \*Assist in Opening, recording, maintaining and Archiving project files manually and electronically

- **Department of Agriculture Rural Development and Land Reform**

*12/2015 - 11/2016*

Agricultural Graduate Placement

- \*Appraisal, implementation and evaluation of farmer projects
- \*Providing extension and effective and efficient office management administrative support to farmers
- \*Ensuring successful implementation of the business plan and enforcement of irrigation water policies in the scheme.
- \*Opening, recording, maintaining and archiving of project files electronically and manually.
- \*Produce documents, briefing, papers, reports, charts and presentations
- \*Conducting farming trainings and demonstration to ensure success
- \*Research on challenges faced by farmers and proposing solutions
- \*Advising farmers on livelihoods strategies that will ensure their household food security
- \*Consulting and liaising with the department clients and relevant stakeholders and staff
- \*Writing research reports and presentation
- \*Monitoring the progress of the projects and evaluating the success of those projects
- \*Co-ordinate District Agri-parks Management Council(DAMC) meetings by phoning relevant stakeholders.
- \*Taking minutes, type, proof-read, print and distribution.

- **Nkungumathe Youth Development Forum**

02/2014 - 01/2015

Agricultural Intern

Assist the community in implementing their projects

\*Co-ordinate the support of these smallholder farmers to ensure rural development

\*Opening, recording and maintaining of projects files

\*Advice farmers on sustainable land and water use to ensure higher production at lower cost

\*Train farmers on strategies to adopt to ensure household food security

\*Facilitate trainings on agricultural and non-agricultural development projects

\*Conduct community workshops on rural development projects

\*Writing progress reports and reviews to the organisation's director

## EDUCATION

- **Tshwane University of Technology**

2015

B-tech Agriculture :Development and Extension

- **Mangosuthu University of Technology**

2012

National Diploma Community Extension

## SKILLS

- Computer Programs, leadership and team Building, Time management, Communication and organizational

## LANGUAGE

- English and IsiZulu

## INTERESTS

- Hydroponics
- Animal Husbandary

## REFERENCE

- **Mr Philangaye Magwaza - "Nsuze FPSU"**

Chairperson

Philangayemagwaza@gmail.com

064 638 9562

- **Miss Mbali Ximba - "Nsuze FPSU"**

FPSU Manager

061 467 0039

- **Mrs Baxolile Dlamini - "DALRRD"**

Senior Project Officer (RID)

baxolile.dlamini@dalrrd.com

071 673 9752

- **Mr Bonginkosi Hlongwane - "Nkungumathe Youth Development Forum"**

Supervisor

076 155 4825

## ADDITIONAL INFORMATION

Identity Number: 9009180599088

Nationality. : South African

Gender. : Female

Licence. : Yes