



OARABILE TIRO MALEBE

SPECIALIST: GOVERNANCE AND REPORTING

P +27738299128

E mr.otmalebe@gmail.com

A 7112 Vitex street, Unit
15, Mmabatho, North West,
South Africa.

DL CODE EB

OBJECTIVE

Results-driven professional with expertise in public sector governance, performance monitoring, policy research, strategic planning, and financial reporting. Seeking to leverage a Postgraduate Diploma in Public Financial Management and hands-on experience in monitoring & evaluation (M&E), data analysis, and compliance to drive organizational efficiency, ensure regulatory adherence (including PFMA and Public Service Act), and support high-impact decision-making in dynamic environments like municipal governance and reporting roles.

EXPERIENCE

March 2021 – March 2022

Administration Clerk

E&M Commercials

- Captured and analyzed data for defected buses, supporting inspections and reducing downtime through accurate reporting.
- Compiled daily breakdown and inspection reports, ensuring 100% compliance with TLC documentation and service schedules.
- Maintained precise fleet records, attendance, and time logs for E&M staff, contributing to streamlined operations.
- Prepared weekly and monthly operational reports for management, enhancing decision-making with data-driven insights.

February 2018 – February 2019

SSETA Intern

Onalenna Technologies

- Delivered comprehensive clerical and administrative support to principals, teachers, and staff, optimizing school operations.
- Managed and organized school records, attendance registers, and learner communications, improving tracking accuracy by 20%.
- Assisted in classroom management, instructional preparation, and academic monitoring, fostering a productive learning environment.
- Ensured a clean, orderly, and professional workspace, promoting efficiency and compliance in daily administrative tasks.

August 2016 – August 2017

Intern

Department of Social Development

- Provided robust M&E support across divisions, implementing reporting calendars and frameworks to track performance indicators and targets effectively.
- Conducted quality assurance on monthly, quarterly, and annual reports, verifying data accuracy and supporting evidence for 100% compliance.
- Analyzed performance data, identifying risks and opportunities to align with Strategic and Annual Performance Plans.
- Produced detailed quarterly M&E reports, contributing to enhanced governance, accountability, and policy implementation in public sector operations.

EDUCATION

Postgraduate Diploma in Management (Public Financial Management) from North-West University (Mafikeng Campus) from 2017 to 2018.

Bachelor of Administration in Local Government and Development Management (majoring in Development Management) from North-West University (Mafikeng Campus) from 2011 to 2015.

National Senior Certificate (Grade 12) in the Commercial Stream at Batswana Commercial Secondary School from 2003 to 2009.

CERTIFICATES

National School of Government Orientation Programme, HESA Certificate, Microsoft Elevate Windows Operating System Fundamentals Certificate, Ethics in Local Government Certificate, Introduction to Project Management Certificate, Retirement Fund Trustee Training Toolkit 1 & 2 Certificate, Public Service Reorientation for Managers Certificate, Microsoft Digital Literacy Certificate, Afrika Tikkun Digital Literacy Test Certificate, Customer Relationship Management Certificate, Ethics in the Public Service Certificate, Introduction to Policy Formulation and Implementation Certificate, Microsoft Work with Computers Certificate, Public Service Reorientation for Levels 1 to 8 Certificate, NEMISA AI for Government Certificate, Cyber Security Awareness Certificate, Microsoft Teams Training Certificate, Microsoft Legal Understanding Certificate, IEC By-Election Training Certificate, Cyber Security for Government Certificate.

KEY SKILLS

Performance Monitoring, Evaluation (M&E), Report Writing, Data Analysis, Policy Research, Policy Development, PFMA Compliance, Public Finance Regulations, Governance, Risk Management, Administrative support &

Coordination, Document Management, Project Management, Planning, Stakeholder Coordination, Communication, Financial Administration, Budget Administration, Microsoft Office Suite, Microsoft Teams, Digital Literacy, Cyber Security Awareness, AI for Government (NEMISA), Leadership, Claims processing Teamwork, Problem Solving, Time Management, Negotiation, Interpersonal Skills, Public Sector Ethics, and Local Government Ethics.

AWARDS

Achieved Distinction in Pre-Calculus for Commerce II and Computer Applications and Packages (2012).

Achieved Distinction in Computer Applications in 2012.

COMMUNICATION

I thrive on clear, effective communication whether it's presenting performance data, writing detailed reports, or collaborating with teams and stakeholders. In my internship at the Department of Social Development (Strategic Planning, Policy Research, Monitoring & Evaluation), I regularly produced quarterly M&E reports, conducted quality assurance on monthly/quarterly/annual submissions, and communicated verified performance insights to support departmental decision-making and alignment with public finance regulations (PFMA).

I also compiled weekly and monthly operational reports at E & M Commercials (Atamelang Bus Company), ensuring accurate data capture, compliance documentation, and timely updates to management and staff. My strong verbal and written skills shine through in stakeholder coordination, learner/teacher communications during my school internship, and certifications like Microsoft Teams Training, Presentation and Communication, and Customer Relationship Management.

I'm a natural team player with excellent interpersonal skills quick to listen, adapt, and convey complex information simply and professionally, always building positive relationships under pressure.

LEADERSHIP

While my experience is rooted in supportive and coordination-focused roles, I've demonstrated emerging leadership through initiative, ownership, and guiding processes in high-stakes public and operational environments.

At the Department of Social Development, I took ownership of tracking performance indicators, verifying data accuracy, and contributing to the development and alignment of Strategic and Annual Performance Plans effectively leading aspect of monitoring & evaluation to ensure departmental targets were met and risks identified early.

In my Administration Clerk role at E & M Commercials, I proactively managed fleet records, attendance tracking, and report preparation, stepping up to maintain compliance and operational flow for the team during busy periods. During my SSETA internship at Kgosi Kebalepile Secondary School, I supported teachers and staff by organizing records, assisting with classroom management, and improving administrative efficiency showing reliability and the ability to influence positive outcomes in a team setting.

My competencies in Leadership and Teamwork, Negotiation Skills, Project Management & Planning, Risk Management, and Stakeholder Coordination backed by certificates in Introduction to Project Management, Public Service Reorientation, and Ethics position me as a diligent, humble leader ready to grow into more formal supervisory or specialist roles in governance and public administration.

REFERENCES

Mr. D. Maburutse served as my Supervisor at E & M Commercials (Atamelang Bus Company); phone: 081 383 4387.

Mr. T.D. Moreo was my Manager/Supervisor in the M&E Unit at the Department of Social Development; phone: 018 388 5643 / 083 755 4036.

Ms. K. Thebeyane was my Supervisor in the M&E Unit at the Department of Social Development; phone: 018 388 2556 / 076 776 6707.

Mr. S. Seepe, Deputy Principal and my Mentor at Kgosi Kebalepile High School; phone: 082 940 6023 / 083 989 0087.

Mr. W. Mogau was my Facilitator at Onalenna Technologies; phone: 083 712 7720 / 061 518 2636.
