

JABULANE ZWANE

Project Coordinator | Skills Development Practitioner

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📍 Vereeniging, Gauteng | 🚗 Driver's Licence: C1

PROFESSIONAL SUMMARY

Detail-oriented Project Coordinator with 4+ years' experience in skills development and youth programmes within a structured, compliance-driven environment. Strong background in records management, learner data capturing, stakeholder coordination, reporting, and audit preparation.

Recognised for accuracy, organised systems, deadline adherence, and professional stakeholder engagement. Experienced in SETA-aligned programme support, documentation control, and governance compliance.

CORE SKILLS

- Programme & Project Administration
 - Records & Document Management
 - Learner Information Systems & Data Capturing
 - Submission & Contract Verification
 - Claims & Compliance Documentation
 - Reporting (Weekly | Monthly | Quarterly)
 - Stakeholder Support & Query Resolution
 - Audit Preparation (Internal & External)
 - WSP / ART / PIVOTAL Support
 - MS Office (Excel, Word, Outlook)
 - High Attention to Detail
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PROFESSIONAL EXPERIENCE

Head Start Project Coordinator

Afrika Tikkun Services | May 2024 – Dec 2025

- Provide full administrative support for regional skills development programmes.
- Review submissions and supporting documents for accuracy and compliance.
- Maintain structured electronic and manual filing systems for audit readiness.
- Capture and update learner information on internal systems with precision.
- Compile weekly, monthly, and quarterly performance reports for management.
- Coordinate documentation for internal reviews and external moderation.
- Support stakeholders with completion and submission of programme documentation.
- Assist with audit preparation and ensure compliance with policies and procedures.
- Keep management informed on programme status, risks, and progress.

Key Achievement:

Improved documentation control processes, reducing administrative errors and strengthening compliance readiness.

Head Start Junior Facilitator

Afrika Tikkun Services | May 2021 – April 2024

- Managed training administration including registers, attendance tracking, and evaluation records.
- Coordinated scheduling, logistics, and programme documentation.
- Maintained accurate candidate databases and reporting records.
- Supported quality assurance processes and compliance documentation.
- Assisted with stakeholder communication and programme coordination.

Key Achievement:

Contributed to improved candidate completion rates through strong documentation tracking and support systems.

EDUCATION

Business Management N6 Certificate

Sedibeng TVET College

Occupationally Directed Education, Training and Development Practitioner (OD-ETDP)

Altron People Solutions | 2022

Matric (Grade 12)

PROFESSIONAL STRENGTHS

- ✔ Strong understanding of SETA environment and skills development processes
 - ✔ Experience working within compliance and governance frameworks
 - ✔ High-volume document management capability
 - ✔ Strong reporting and coordination ability
 - ✔ Immediately Available
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REFERENCES

Available on request.
