

CURRICULUM VITAE

of

Ms. Yasmina Pandy

1. PERSONAL DETAILS

NAME : Yasmina Pandy

IDENTITY NUMBER : 661228 0511 08 6

DATE OF BIRTH : 28 December 1966

NATIONALITY : South African

LANGUAGES : English
Afrikaans

RESIDENTIAL ADDRESS : 50 Batts Road
WYNBERG
7800

CONTACT NUMBERS : Tel. – (021) 797 5665
Cel. – 076 4290940

2. EDUCATIONAL QUALIFICATIONS

- 2.1. DEGREE** : B.A. Human Ecology (H.D.E) - 1993
- 4 year programme combining a Bachelor's Degree and a Higher Diploma in Education
- Subject included Education, Non-formal Education, Resource Management, Food Technology, Nutrition, Clothing Design, Physiology, Psychology, Chemistry & Physics.
- INSTITUTION** : University of the Western Cape
- 2.2. DIPLOMA** : Educational Administration - 1994
- This is a 1 year post-graduate qualification. Principals of Primary Schools, Secondary Schools, Poly-Technicons & Universities are selected by the Department of Education of Singapore to complete this qualification.
- The programme consisted of a theoretical and practical component. The practical component consisted of the management of one of the top secondary schools in Singapore. Below is a list of the theory that was covered in the course.
- Subjects include Policy Management, Financial Management, Curriculum Management, Management of School-based Research & Evaluation, School Management and School Attachment.
- INSTITUTION** : Nanyang Technological University (National Institute of Education) Republic of Singapore

2. EDUCATIONAL QUALIFICATIONS continued

2.3. SECONDARY QUALIFICATION: Matriculation Certificate

INSTITUTION : South Peninsula Secondary School

Subjects included Mathematics, Biology, English, Afrikaans, Accounting & Needlework

2.4. MASTERS (Incomplete) : Masters in Business Administration (MBA)

This is a 2 year part-time programme. All course work was completed. Dissertation was not submitted.

Subjects included Strategic Management, Human Resource Management, Financial Management, Marketing and Operations Management.

INSTITUTION : International Management Centre

3. OTHER SKILLS AND/OR QUALIFICATIONS

3.1. Advanced Mediation Skills
Centre for Conflict Resolution – University of South Africa

3.2. Computer Training
Centre for Continuing Education - Peninsula Technikon

MS Word, Power Point, Harvard Graphics, Microsoft Excell

3.3. Certificate in Project Management
Centre for Continuing Education - Peninsula Technikon

4. WORK EXPERIENCE

NAME OF INSTITUTION

Self-employed

DURATION

August 2006 to date

POSITION HELD

Consultant

DUTIES INCLUDED

- Research on the diamond trade
- Setting up a Diamond Trading Company
- Development of a business plan for diamond company
- Negotiations with diamond stakeholders
- Identifying business partners and service providers
- Writing funding proposals

NAME OF INSTITUTION

IIZ-DVV – German Adult Education Association

POSITION HELD

Project Manager

DURATION

June 2003 August 2006

DUTIES INCLUDED

- Overall running and management of all projects and programmes
- Strategic leadership and management of projects in 8 provinces
- Policy development – national and regional level
- Management and oversight of 100 staff in 8 provinces
- Management and oversight of consultants
- Fund Raising for all projects
- Proposal and report writing

4. WORK EXPERIENCE continue

- Development of Project Plans
- Establishment and management of an accredited training centre
- Development of training material
- Policy formulation
- Represent the organisation at various stakeholder forums – national and international
- Media Liaison

NAME OF INSTITUTION

Makana Investment Corporation (MIC)

POSITION HELD

Marketing Consultant

DURATION:

2003 – 2003 (9 months)

DUTIES INCLUDED

- Marketing MIC
- Presentations to Companies
- Project Conceptualisation
- Identifying business opportunities
- Negotiations with possible investors
- Development of Tourism Concepts
- Compilation of tender documents for various government contracts
- Report Writing

4. WORK EXPERIENCE continue

NAME OF INSTITUTION

MAG Training Centre

POSITION HELD

Director

DURATION:

2000 – 2003

DUTIES INCLUDED

- Overall running and management of all projects and programmes
- Proposal Writing
- Fundraising
- Financial Management
- Project Conceptualisation
- Monitoring and Evaluation of Projects
- Interaction with all stakeholders
- Liaise with media
- Writing of Donor and Annual Reports

NAME OF INSTITUTION

Data Research Africa

POSITION HELD

Field Researcher

DURATION:

1997– 2000

DUTIES INCLUDED

- Management of field teams
- Co-ordinate training of field teams
- Interact with various community stakeholders
- Logistical arrangements for field teams

4. WORK EXPERIENCE continue

- Conduct Pilot Studies
- Conduct Research

NAME OF INSTITUTION

Khululekani Institute for Democracy

POSITION HELD

Parliamentary Liaisons Officer/Researcher

DURATION:

1996 – 1997

DUTIES INCLUDED

- Speech writing for Members of Parliament
- Research for Members of Parliaments and Committees
- Summarising and simplification of legislation
- Planning and facilitating community public participation forums
- Capacity building for Members of Parliament
- Write, edit articles for quarterly newsletter
- General administration

NAME OF INSTITUTION

UWC Academic Development Centre

POSITION HELD

Research Assistant

DURATION

Feb 1992 – April 1993

4. WORK EXPERIENCE continue

DUTIES INCLUDED

- Research into degree programmes at UWC
- Interviewing
- Literacy review
- Report writing
- Presentation of report
- Word processing
- Compilation of funding proposals
- General administration

5. REFEREES

1. Mr. Wolfgang Leumer

Director
IIZ-DVV – German Adult Education Association
Tel. 021 447 4828/98
Cel. 082 779 3351

2. Mr. Mark Goodger

Director
Global Maritime Law and also the ex-CEO of Makana Investment Corporation
Tel. 044 690 4802
Cel. 082 555 0565 & Cel. 082 557 3504 (PA)
Fax 044 691 1307

3. Mrs. Raefah Gamielien

Education Specialist
College of Cape Town
Tel. 696 5133
Cel. 084 404 8169