

CURRICULUM VITAE

Mabel Qinisile

Present Appointment	Project Coordinator Public Participation
Date of Birth	27 June 1971
ID Number	7106270508086
Nationality	South African
Education	Computer Courses (Certificate) at Damelin College, (1993) Secretarial course N3 (Certificate) at ThutoMathlale Technical College (1994) Telephonic Course (Certificate) at Stylist Communication (1999) Personal Assistant (Diploma) at Hatfield Business College (2001)
Professional Qualifications	Planning For Public Participation (2003) Foundation for Public Participation (2003) Maximizer Version 97 Level 1 & 2 (July 2003) Project Management 24 (2004) Techniques for effective Public Participation (2006) Fresh Feel for Facilitation Course (2008) Microsoft Excel 2007 level 1 and 2 (2008) Technical writing course (2009)
Field of Specialisation	Public Participation Project Administration and Communication
Languages	N. Sotho, Tswana, Afrikaans, English, Zulu and Xhosa

Synopsis	Mabel is a self motivated team player with many years experience in administration and public participation processes. She is extensively involved in coordinating briefing sessions and workshops to consult with the communities with regard to Environmental Impact Assessments. Mabel has been trained on Maximizer and has a solid knowledge of the programme and the development and maintenance of a database.
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Professional History

- May 2010 – Present:** **SiVEST (SA)(Pty) Ltd: Project Coordinator Public Participation**
- Organise and co-ordinate meetings, workshops and events
 - Workshop and meeting coordination (logistics, liaison with delegates, registration lists and other)
 - Communication with grassroots communities
 - Facilitating small group of meetings in Community
 - Database management on Maximizer Database programme
 - Administrative activities around Public Participation
- Jul 2002 – May 2010:** **Golder Associates Africa: Technical Project Assistant and Community Facilitator**
- Organise and co-ordinate meetings, workshops and events
 - Conference and workshop coordination (logistics, liaison with delegates, registration lists and other)
 - Communication with grassroots communities
 - Facilitating small group of meetings in Community
 - Database management on Maximizer Database programme
 - Liaise with civil society bodies, trade unions and others
 - Liaise with media and organise radio interviews
- Jan 2002 – Jun 2002:** **Wates, Meiring and Barnard : Office Manager**
- Handling Petty Cash
 - Handling office Maintenance
 - Helping out on Switchboard
- Aug 1998 – Dec 2001:** **Wates, Meiring and Barnard : P A to Managing Director**
- Keeping a diary, making appointments for directors
 - Filing and general administration duties
- Nov 1996 – Jul 1998:** **Manyaka Greyling Meiring (Pty) Ltd : P A to Assistant Director**
- Keeping a diary, making appointments for directors
 - Filing and general administration duties
- Aug 1995 – Oct 1996:** **Manyaka Greyling Meiring (Pty) Ltd: Receptionist and Assistant Administrator**
- Keeping a diary, making appointments for directors
 - Filing and general administration duties
 - Co-ordinating of mailshots
 - Handling Switchboard
- 1992-1994:** **Koinonia Youth: Voluntary Secretary**
- Keeping the chairperson's diary
 - Organising events such as sport days with other youth groups
 - Liaison with other youth leaders
 - Organising trips and tours for members
 - Typing, filing and other administrative duties

PROJECT EXPERIENCE

Department of Land Affairs Johannesburg, South Africa	Fulfilled secretariat duties and acted as Community Liaison Officer for a Land Reform Policy conference. The conference was attended by 1 200 delegates, conducted in 20 concurrent sessions each with a facilitator, scribe and rapporteur, and preceded by almost 100 regional and rural workshops. (1995)
Department of Water Affairs and Forestry Pretoria, South Africa	Fulfilled secretariat duties and assisted with community mobilization for a national workshop on planning for the implementation of a water supply and sanitation policy, 150 delegates attended the workshop. (1995)
Department of Minerals and Energy Pretoria, South Africa	Project assistant and coordinator of the database for a joint project involving public participation by the Departments of Water Affairs and Forestry and Minerals and Energy. Coordinated briefing sessions and workshops to consult with the communities living around and using the site to sustain their livelihood gathering coal from the discard dumps at the site. (1995)
Department of Environmental Affairs and Tourism Pretoria, South Africa Sasol Synthetic Fuels Secunda, South Africa	<p>Created a database for about 150 delegates through networking and referral. Communicated with grassroots communities, assisted with registration and all logistical arrangements regarding the Biodiversity conference. (1997)</p> <p>Project assistant public participation process conducted for the Environmental Impact Assessment for the Sasol Gas Network Conversion Project. Acted as a community facilitator for EIA's for two projects for the expansion in the production of synthetic gas from coal. Assisted to develop and maintain a stakeholder database, coordinated stakeholder meetings, including the coordination and provision of advance discussion documentation, and distribution of meetings proceedings. (1997 – 1999)</p>
Department of Water Affairs and Forestry Pretoria, South Africa Gibb Africa Gauteng, South Africa	<p>Project Assistant on public participation process conducted for the Environmental Impact Assessment for the National Water Resource Strategy (NWRS).</p> <p>Acted as Project Assistant during the public participation process for the EIA for the proposed Johannesburg/Pretoria toll road corridor network – The Superhighways Project. (2002 to 2003)</p>
Mark Wood Consultancy Gauteng & Mpumalanga, South Africa	Fulfilled secretariat duties and acted a Community Liaison Officer for 900 stakeholders for an EIA for the proposed new hydrogen supply pipeline from Air Products SA in Vanderbijlpark to Impala Platinum Refineries in Springs. (2002 to date)
NCP Chlorchem Chloorkop, Kempton Park , South Africa	Project Assistance with the coordination of activities and coordinating Database relating to two sensitive public participation processes for the proposed expansion of a chlor-alkali manufacturing facility, NCP Chlorchem near Kempton Park in Gauteng Province and the remediation and closure of their HCH waste sites. (2005-2006)
Newmont Ghana Ghana	Coordinating the database for Public Participation process (Meeting with different Communities and Women Group in Ghana) (2006)
Anglo Platinum Rustenburg, South Africa	Project Assistance with the coordination of activities and coordinating Database public participation processes for the proposed projects
Holcim Dudfield Lichtenburg, South Africa	Project Assistance with the coordination of activities and coordinating Database relating to two public participation processes for the proposed conversion of Kilns 2 and 3 to co-process alternative fuel resources (AFR) at the Holcim Dudfield Cement plant near Lichtenburg, proposed construction and commissioning of the new Kiln line, Kiln 4. (2007-2008)

Transnet

Project Assistant during the public participation and coordinating the database for a multi-products petroleum pipeline between Durban and Jameson Park in Gauteng (attending Meetings and Open Houses). compiling documents (2007-2008)

**Lesotho Highlands
Trout Project**
Katse Dam
Lesotho

Project Assistant on public participation process conducted for the Environmental Impact Assessment and facilitating community meetings