Curriculum Vitae of

Sithembiso Khumalo

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Gender	:	Male
Language proficiency	:	IsiZulu, Setswana, Sesotho and English
Nationality	:	South African
Disability	:	None

MAJOR ACHIEVMENTS

Distinction in Information Management II

Distinction in Public Management and Governance I

Research Methodology thesis poster competition winner (2013)

Academic Qualifications

DPhil Information Management   University of Johannesburg   2018-Current

MPhil Information Management   University of Johannesburg   2015-2016 January

BA Honours in Information Management   University of Johannesburg   2013-2013

Electronic Records Management, Web and Intranet management, Strategic information management, Management Information Systems, Research Methodology, Business Intelligence, Internet-Infra-Structure, Knowledge Economy.

BA Public Management and Governance   University of Johannesburg   2010-2012

Public Management and Governance, Politics, Information Management, Development Studies and English.

Grade 12   Meadowlands High School   2007-2009

English, Life Orientation, Maths Literacy, Business Studies, Travel and Tourism and Consumer studies.

Summary of Skills acquired: Microsoft office package including publishing software's such as Microsoft Publisher, Prezi. These software's were used in carrying out academic assignments and practical work i.e. Writing press releases, newsletters, environmental scanning and reporting, market research and brand/ communications strategy formulation, events management and strategic information management. The ability to work with ATLAS.ti, which is a qualitative data analysis and research software tool.

WORK EXPERIENCE

Student Assistant, Online Tutor and face to face Tutor
University of Johannesburg Auckland Park   March 2013 – January 2014
(Part time)

Summary of duties: - Marking under-graduate student assignments and Invigilating for tests and exams. To assist and teach students on their academic work, including helping students with exams and assignments preparation and basic office administration duties such helping lecturers with research. Helping students with queries about their academic work in an online or virtual platform.

Strategic Senior Tutor   University of Johannesburg   January 2014-December 2014

Summary of duties: Managing and directing 6 tutors and 4 student assistants. Preparing the material and content for academic practical's and tutorials. Retrieving student's assignments and distributing to other tutors for marking and marking 1st, 2nd and 3rd year assignments. Uploading marks for students through online student portal. Tutoring 1st, 2nd and 3rd year students. Assisting lecturers with their research. Assigning tutors to help with undergraduate modules (1st, 2nd and 3rd year).

Assistant lecturer   University of Johannesburg   January 2015-2016 June

Summary of duties: Lecturing 2nd year students, with the responsibility to develop and mark assessments, research reports, tests and exams.

Full-time lecturer   University of Johannesburg   June 2016-Current

Summary of duties: Lecturing 2nd year students, with the responsibility to develop and mark assessments, research reports, tests and exams.

Deputy HoD Continuous Education Programmes and Online   University of Johannesburg   August 2018-Current

Summary of duties: To manage the departmental continuous education programmes and online endeavours in order to ensure the fulfilment of the Department/School strategic objectives and initiatives. Responsible for providing academic leadership, strategic planning and direction, stimulate and facilitate CEP development and online endeavours and coordinate departmental staff members'

CEP development and online training. Coordinate the CEP and online programme review process and enrolment numbers. Governance and management of resources and finances.

Program Developer and Coordinator for SCiiS SLP: University of Johannesburg   July 2019-Current

Summary of duties: Responsible for providing academic leadership, strategic planning and direction, stimulate and facilitate CEP development and online endeavours and coordinate content developers for the school CEP. Coordinate the CEP and online programme review process and enrolment numbers.

PERSONAL ATTRIBUTES

highly advanced Research skills, People orientated, Analytical skills, Ability to adapt to new situations, Ability to learn quickly, Loyal and honest, Committed and dedicated, Ability to work under pressure, Hardworking and strong willed.

EXTRA CURRICULAR ACTIVITIES/INTERESTS

Reading novel and Comic books, playing soccer, listening to music, playing pool game, Running and Swimming.

ACADEMIC PROFILE

Journal Publications

Khumalo, S. & Mearns, M., 2019, 'SharePoint as enabler for collaboration and efficient project knowledge sharing', South African Journal of Information Management 21(1), a1044. https://doi.org/10.4102/sajim.v21i1.1044

Book Publications

M&D Supervision

Magoma, T. MCom. Signification framework of a business intelligence tool for SME business decision-making.

Conference Proceedings

Khumalo, S & Magoma, T. 2017. Developing training material for novice information portal users. Proceeding of the Africa Research Group 5th International Conference: 'Managing Organisations in Africa', University of Mauritius in collaboration with University of Nottingham, 29-31 August 2017, Belle Mare, Mauritius.

Khumalo, S & Du Plessis, T. 2017. Responsiveness of a South African university to the country's agenda for entrepreneurial universities. Proceeding of the Africa Research Group 5th International Conference: 'Managing Organisations in Africa', University of Mauritius in collaboration with University of Nottingham, 29-31 August 2017, Belle Mare, Mauritius.

Khumalo, S. 2018. An investigation of a South African strategic office records management alignment with International Standard Operating (ISO): A work in progress. Proceedings of the 8th Biennial International Conference: Academy of World Business, Marketing and Management Development, Mediterranean College, 17-20 July, 2018. Vol. 8 No. 1, 2018, Athens, Greece.

Khumalo, S. 2018. The need for innovation and commercialisation as part of university curriculum design. Proceedings of the 8th Biennial International Conference: Academy of World Business,

Marketing and Management Development, Mediterranean College, 17-20 July, 2018. Vol. 8 No. 1, 2018, Athens, Greece.

Khumalo, S & Mearns, M. 2019. A Users' Perspective On Implementing SharePoint for knowledge-sharing and collaboration in retail. Proceedings of the 20th European Conference on Knowledge Management, Universidade Europeia de Lisboa Lisbon, Portugal. 5-6 September 2019.Vol. 1.

Khumalo, S. 2019. Developing innovative training material for novice knowledge portal users. Proceedings of the 20th European Conference on Knowledge Management, Universidade Europeia de Lisboa Lisbon, Portugal. 5-6 September 2019.Vol. 1.

Khumalo, S & Du Plessis, T. 2020. Determining key features of Business Intelligence tools for decision-making in Small and Medium Enterprises. Proceedings of the 21st European Conference on Knowledge Management, Coventry University, United Kingdom. 2-4 December 2020.Vol. 2.

Khumalo, S. 2020. Awareness of digital literacy on young innovators in the Fourth Industrial Revolution. Proceedings of the 21st European Conference on Knowledge Management, Coventry University, United Kingdom. 2-4 December 2020.Vol. 2.

M & D Examination

Hove, D. A fit-gap analysis of the National Certificate (Vocational) - Information Technology and Computer Science curriculum against the needs of the South African ICT industry.

Ndalameta-Theo, K. E. Distributed Leadership in a Zambian SME.

Tathaba, D. D. Information needs of small, micro and medium enterprises.

Twaambo, T. Research Practices of Academics in an African University Setting: The Case of the University of Zambia.