

**P.O BOX 101732  
MEERENSEE  
3901**

**09 May 2018**

**Lifesaving South Africa  
35 Livingstone Road  
Durban  
4001**

**Dear Sir or Madam**

**RE-Application for nomination for membership to the management board.**

I hereby wish to apply to be nominated as a member of the management board of Lifesaving South Africa.

I have been a lifeguard for 14 years and I am currently under the employment of the City of uMhlathuze as the swimming pool supervisor and studying a Law degree (LLB) at unisa doing my final year and holding other qualifications such as grade 12, Sport Administration Diploma, Project Management Diploma and HR Hiring Practice certificate.

I am currently registered the following modules for the first semester: International Law, Tax Law, Litigation skills and techniques and Law of Damages. I will then register the following modules for the second semester to complete my studies: Company Law, Advance Indigenous Law, Legal Research Report and Notarial Practice. After completing my studies I intend to be admitted as an attorney.

I am an individual who is a visionary, strategic thinker, goal driven and thrives on challenges that will allow me to constantly innovate.

I am able to learn and understand new concept very quickly. I regard myself as having excellent inter-personal skills. I am able to interact well with people from all levels, cultures and from all walks of life.

I regard myself, as having a high degree of integrity and perseverance with the ability to teach, analyse, co-ordinate and work at any level required. I excel at administrative level because I am an organised person who enjoys challenges and self-motivation and can work under minimum supervision and under pressure.

I am willing to go an extra mile to ensure that I will be successful in the position. I have attached a comprehensive curriculum vitae for your perusal.

I wish to thank you in advance for time taken in perusing my curriculum vitae

Yours Sincerely  
Nkosingiphile.B Ngcobo  
N.B Ngcobo

## **PERSONAL DETAILS**

Surname : Ngcobo  
Full Names : Nkosingiphile Bhekuyise  
Date of Birth : 26 September  
ID. No : 8409265389085  
Marital status : Single  
Contact No : 0715076064 / 0844938319  
Email Address : ngcobo.nkosingiphile@yahoo.com  
Postal Address : P.O BOX 101732  
Meerensee  
3901  
Residential Address : Ngwelezane A2338  
Makhosinke Road  
Empangeni  
3880  
Gender : Male  
Nationality : South African  
Health : Excellent  
Home Language : Isizulu  
Other Language : English (Speak, Read & Write)

## **SCHOOL ATTENDED**

Name of school attended : Ntshelenkosi Secondary School  
Highest grade passed : Grade 12  
Subject passed : IsiZulu  
: English  
: Afrikaans  
: Geography  
: Biology  
: History

## **SHORT COURSES**

Name : SA Lifesaving  
Course : Lifeguard Award  
Duration : 6 Months  
Year : 2003  
Subject passed : Cardio-pulmonary Resuscitation  
: Anatomy and Physiology  
: Site Specific Emergence Care  
: Water Rescue Skills  
: Duties and Scanning Skills of a Lifeguard

Name : Academy of Emergency Medical Training  
Course : Basic Ambulance Assistant  
Duration : 5 Weeks

Year : 2006

Name : Outlook Computer Training Centre

Course : Computer Fundamentals

Duration : 1 Week

Year : 2007

Subjects : Introduction to Windows (Theory & Practical)

Name : Boston City Campus & Business Collage

Course : Sport Administration Diploma

Duration : 1 Year

Year : 2011

Subject Passed : MS Word 2007

: MS Excel

: Sports Nutrition

: Sociology of Sport

: Sports Psychology

: Coaching and Training

: Sports Event Management

: Sports Medicine and injuries

: Sports Marketing and Sponsorship

: Club Management and Administration

Name : City of uMhlathuze / SHE Section  
Workshop : She Rep Awareness Workshop  
Duration : 1 Day  
Year : 2010  
Topics : Occupational Health and Safety act No 85 of 1993  
: Duties of Employees at Work  
: What the Law say about nominating SHE Reps  
: Who should be nominated as a SHE Rep in a Workplace  
: How should a SHE Rep be nominated  
: Duties of SHE Representatives  
: She Committee Meetings  
: Duties of SHE Committees  
: Workplace Inspections  
: Safety Talk  
: Incident Investigation  
: Compensation for Occupational injuries and Diseases (COID)

Name : City of uMhlathuze / SHE Section  
Workshop : Incident Investigation Workshop  
Duration : 1 Day  
Year : 2012  
Topic : Incident Investigation

Name : City of uMhlatuze / SHE Section  
Workshop : Demarcation & Signage Workshop  
Duration : 1 Day  
Year : 2012  
Topics : Fire Safety  
: Swimming Pool Safety  
: Traffic Safety  
: Workplace  
: Maintenance of Colour Coding  
: Demarcation of Floors  
: Emergency Response Equipment

Name : Unisa (University of South Africa)  
Course : Human Resource Hiring Practices  
Duration : 3 Months  
Year : 2011

Name : OHST  
Course : Describe the Functions of the Workplace Health & Safety  
Representatives  
Duration : 4 Days  
Year : 2011

Name : City of uMhlatuze / Fire and Rescue Department  
Course : Portable Fire Extinguisher  
Duration : 1 Day  
Year : 2011

Name : Boston City Campus & Business Collage  
Course : Project Management Diploma  
Duration : 1 Year  
Year Passed : 2013  
Subjects Passed : Life Skills  
: MS Project Level 1  
: MS Project Level 2  
: Project Management  
: MS Word 2007 Level 1  
: MS Excel 2007 Level 1  
: Understanding the internet  
: Principles of Customer Service  
: Business Management Techniques  
: Principles of Business Communication

Name : Dawson's Skipper Training  
Course : Skippers license  
Duration : 1 Week  
Year Passed : 2013

Name : Unisa (University of South Africa)  
Course : LLB Degree (In my final year)  
Duration : 4 Years

## WORK EXPERIENCE

Company : Lifeguards Africa (Kwa-Dukuza Municipality)  
Position Held : Pro- Lifeguard (Thomson's Bay Beach)  
Date : July 2004  
Duties : Preventing Injuries  
: Enforcing all facility Rules and Regulations  
: Recognising and responding effectively in all Emergencies  
: Administering First Aid / CPR in an Emergency  
: Informing other Lifeguards when more help is needed

Company : Lifeguards Africa (Kwa-Dukuza Municipality)  
Position Held : Senior- Lifeguard (Blythedale Beach)  
Date : June 2006-September 2008  
Duties : Preventing Injuries  
: Enforcing all facility Rules and Regulations  
: Recognising and responding effectively in all Emergencies  
: Administering First Aid / CPR in an Emergency  
: Informing other Lifeguards when more help is needed  
: Supervising Lifeguards  
: Reporting to area Manager and Beach Manager  
: Scheduling Duty Roster



Company : City of uMhlatuze  
Position : Pro- Lifeguard (Alkantstrand Beach)  
Date : 01 October 2008 to Date  
Duties : Preventing Injuries  
: Enforcing all facility Rules and Regulations  
: Recognising and responding effectively in all Emergencies  
: Administering First Aid / CPR in an Emergency  
: Informing other Lifeguards when more help is needed  
: Do Beach Patrols  
: Daily fitness Training

Company : City of uMhlatuze  
Position : SHE Representative /Pro-Lifeguard (Alkantstrand Beach)  
Date : February 2009 to 16 January 2014  
Duties : Act as a Link between Employees and Management  
: Co-Ordinates Health and Safety in the Workplace  
: Carry out Monthly Inspections  
: Attend Incident Investigations  
: Attend Health and Safety Audits  
: Attend SHE Committee Meetings and Training  
: Conduct Safety talks on Regular Basis and ensure Proper Record Keeping  
: Be involved in HIRA Process  
: Be involved in the Management System

Organisation : Empangeni Lifesaving Club (NGO)  
Position : Chairman / Manager and Founder (Alkantstrand Beach)  
Date : October 2012 to Date  
Duties : Chairing Club Committee Monthly Meetings  
: Attend KZN Central Lifesaving association Monthly Meetings  
: Organise Lifeguard Awards Examinations  
: Perform administrative tasks  
: Manage/facilitate payment of accounts and financial reports  
: Officiates Club Monthly Competitions

Company : City of uMhlatuze  
Position : Swimming Pool Supervisor (Engwelezane Swimming pool)  
Date : 01 September 2016 to Date  
Duties : Preventing Injuries  
: Enforcing all facility Rules and Regulations  
: Recognising and responding effectively in all Emergencies  
: Administering First Aid / CPR in an Emergency  
: Supervising pool staff  
: General Management of the Facility

## **REFERENCES**

Name of Company : Umhlathuze Municipality  
Name of a Person : Cyril Mkhize  
Position : Beach Manager  
Contact Number : 0359075978 / 0782094111

Name of Company : City of uMhlathuze  
Name of a Person : James Spiers  
Position : Swimming Pools Superintendent  
Contact Number : 0357893821 /0826500911