



Sekai Patricia Mutsungi- Lecturer

CONTACT



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Midrand, South Africa 1687



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SKILLS

- Excellent communication skills
 - Excellent team player
 - Good presentation skills
 - Excellent IT knowledge
 - Class organisation
 - Excellent in project management
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- **Referees available on request.**

PROFESSIONAL SUMMARY

Experienced and dynamic lecturer with 10 years of experience in the education and training sector. Respected lecturer/educator facilitator, who can conceptualise and orchestrate learning at all levels using appropriate methodologies to suit the audience and the content being delivered. Expert in conceptualisation and content development as well as assessment of learning. Proven ability to achieve high pass rates and motivate learners to become lifelong learners. Excels in discussion-driven environments with strong skills in research, communication, and instruction. Works collaboratively to gather and disseminate data for diverse projects.

WORK HISTORY

Head Lecturer (Part-Time) 01/2023 - Current
IMM Graduate School - Johannesburg, South Africa

- Set and assess module's syllabus using overall Programme Exit-Level Outcomes, Module Outcomes and Associated Assessment Criteria, aligned to appropriate NQF level.
- Present scheduled lectures (live, online and/or interactive) throughout each semester (according to IMM Graduate School timetable and standards).
- Introduce specific actions/incentives before or during lectures as well as in eDiscussion Forum to promote broader reading in trade magazines, business news publications and academic journals.
- Set assessments & marking guidelines per semester for assignment-based modules, based on Assessment Setting briefing for each semester, ensure correct templates are used and proper QA processes have been followed before submission.
- Provide academic Support through the Learning Management System
- Ensure development work undertaken meets requirements from a content as well as a teaching and learning perspective.

Lecturer (Full Time) 01/2019 - Current
Open Learning Group, OLG

- Facilitate students' learning through lectures, tutorials, and online support, at undergraduate levels.
- Produce high quality teaching and learning material to support and develop student learning at undergraduate level, as required.
- Contribute to the writing of course evaluation documents as required.
- Design inductions to modules and programmes for students, adapting delivery to suit learners' needs.
- Input and guide development of on-line learning modules
- Design and deliver one-off lectures or workshops, or short learning programmes (SLPs) as required, providing feedback on performance.
- Develop and design course content and materials, ensuring compliance with quality standards and regulations of the institution and department.
- Develop and research teaching materials, methods and approaches with guidance and ensure that content, methods of delivery and learning materials meet defined learning objectives.

- Assess students' overall performance, through setting/marking programme work, practical sessions, supervisions, work-implemented learning, and examinations, providing appropriate feedback to students and relevant stakeholders.
- Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- Supervise work of students, provide advice on study skills, and help them with learning problems.
- Major modules of focus: Supply Chain Management, Operations Management, Logistics Management, Business Research, Business Management and Marketing Management.

Contract Lecturer

07/2013 - 12/2018

Rosebank College Braamfontein Mega Campus - Johannesburg, South Africa

- Lecture preparation, delivery and evaluating of learning experience.
- Maintain and develop a teaching portfolio.
- Monitor student success and implement suitable intervention.
- Assesses performance of learners after each assessment cycle
- Submit student and peer evaluations to improve teaching delivery.
- Learning material/content development with IIE
- Major modules of focus: Supply Chain Management, Logistics Management, Operations Management, Operations Management, Business Research, Business Management, Marketing Management at undergraduate level

Facilitator and Assessor

03/2007- 12/2012

Damelin College - Benoni - South Africa

- Facilitate and train students on the programmes including but not limited to Strategic Management, Business Management, Economics, Business Administration, Marketing and Business Ethics
- Assess learners.
- Provide detailed feedback reports to the Academic Manager
- Provide detailed feedback to learners and provide student support where needed.
- Emerging Logistics Company with clients all over the SADC Region, involved in cross border transport logistics and customs clearance and freight forwarding.
- Conducting work related learning assessments for third year undergraduate students as part of assessment reports.

Business Development Manager

09/2005 - 12/2006

Anlink Freight International - Harare, Zimbabwe

- Sourcing and servicing of clients
- Implementing the marketing strategy of the organisation
- Marketing strategy development
- Part of the executive in the organisation involved in operational and strategic planning.

EDUCATION

Master of Science: Supply Chain Management, 07/2021 - 12/2022

Chinhoyi University of Technology - Zimbabwe

Bachelor of Science (Honours): International Marketing, 08/2003 - 05/2008

Chinhoyi University of Technology - Zimbabwe - Honours

CLASS: 2.1