Highest Qualification: National Diploma: Secretarial. Currently Co-ordinator for Sertificate Programmes: MDP/BOP/MPP. Responsible for inter alia, correspondence, record keeping, registrations, examinations, assignments, setting and managing a budget and application of rules and regulations when and where applicable. Managing all aspects for the Sertificate function at the end of the year such as printing of sertificates, invitations, catering, etc.