

ZUKISWA VALLERY POTO

1917 J Section, Mozala Modise Street

Botshabelo, Free State 9781 • +27 68 2716200 • +27 78 347 3241 • vallerypoto@gmail.com

- PotoZV@ufs.ac.za Code B driver's License ID: 8906230409088

<https://www.linkedin.com/in/zuki-poto-b250068a/>

PROFESSIONAL SUMMARY

I, Zukiswa Vallery Poto, have a strong background in logistics operations, disaster management, and Business Continuity Plan. Over the years, I have engaged in extensive logistical operations, research and strategic planning, and administration. I am a very dynamic person with strong theoretical experience in disaster management, Business continuity and practical experience in mine commodities such as manganese, shipping, Rail and land transportation logistics, and working in multicultural environments. I have also developed skills and competencies in disaster management, strategic planning and response. I have developed strong analytical skills in the use of SPSS and Microsoft applications. My Special research interest include but not limited to business continuity plan, export and Import, Logistics, Disaster Management preparedness, Mitigation, disaster risk reduction, ecosystem, climate change, strategic planning, risk and impact assessment ,GIS etc.

SKILLS

- Public speaking
- Report writing
- Strong verbal communication
- Data management
- Skilled in Microsoft Office Applications
- Team leadership
- Project Management
- Risk management processes and analysis
- Data analysis
- Self-motivated
- Team liaison
- Skilled in SPSS

WORK HISTORY

Lecturer

University of Free State

- Blackboard system
- Participation in Water Scenarios Project by water research council
- Researcher and Administrator of National drought project under National disaster management Centre
- Research on National Disaster management Framework Project by National disaster management Centre
- General Administrative Work
- Lecturing Strategic disaster management, Business Continuity and Disaster Risk Reduction
- Data Analysis

- Masters Studnets Supervision

Research Assistant

University of the Free State

01/2019 – 05/2020

- Blackboard system
- Participation in Water Scenarios Project
- Marketing the Centre to stakeholders and general public
- General Administrative Work
- Lectures presentation
- Tutoring
- Questionnaire Design
- Data Analysis
- Research and Publication
- Compiling BCP module for Strategic Module

Student Assistance

University of the Free State

01/2018- 02/2019

- Blackboard
- Assisting Students Masters and PGD with students' academic-related needs
- General Administrative work
- Clerical duties

Senior Administration Officer and Rail Coordination

LCS Group-Transnet - Bloemfontein, Free State

02/2015 –03/2016

Being a Senior Administrator and rail coordinator has provided me with opportunities to develop valuable leadership and communication skills, to shape an environment that supports employee's development, team work development, to manage critical incidents and administrative tasks, strategic planning, financial management and procurement skills and coordinating.

EDUCATION

Doctoral study in Disaster Management:DiMTEC

University of the Free State: Bloemfotein, Free State

currently Studying

Masters in Disaster Management: DiMTEC

2018 - 2019

University of the Free State - Bloemfontein, Free State

- Mini Dissertation: Awareness and Importance of developing business continuity plan for disaster risks.

Post-graduate Diploma in Disaster Management: DiMTEC

2017-2018

University of the Free State - Bloemfontein, Free State

Baccalaureus Atrium: Political Science, Philosophy & Communications

2008-2013

University of the Free State- Humanities

SHORT COURSES

- Clinical Trial Assistant

2 Weeks

Professional Affiliations

- Disaster Management Institute of Southern Africa (DMISA)

Leadership

- Exhibitor for DiMTEC Marketing

Skills

- Proficient in Microsoft office (excel, words, PowerPoint access)
- Good communication skills gained through my work experience
- Good leadership skills gained from being a leader in various groups
- Good technical and analytical skills
- Good conceptual and interpersonal skill
- Innovative

Professional Certification

- Incident Command Systems (ICS i100, i200, i300 plus practical)
- Understanding and Implementing GCP Guidelines in Clinical Trials (GCP# 070910)
- Disaster Risk Assessments using Geographical Information System (DGIS1500S)
- Managing the complexities of human communities: Towards 2030 global agenda of Sustainable Livelihoods Development (Risk Assessment for community resilience)

Publications

- **Zukiswa Vallery Poto** and Johaness Belle (2019). Awareness and importance of developing business continuity plans for disaster risk. Business Management Process Journal (**Under Review**).

Interests

- Music
- Reading and writing
- Exploring

Conferences Attended

- Southern Africa Society for Disaster Risk Reduction (SASDIR) 17-19 October- 2018
- Free State Cooperative Governance Conference (Lekgotla) 06-07 November-2018
- Disaster Management Institute of Southern Africa (DMISA) 18-20 September-2019
- International Day for Disaster Risk Reduction (IDDR) 05-06 December-2019

REFEREES

- Mr. Hardus Brits
General Manager LCS Group
0835014454
hardus@lcsgroup.co.za
- Prof A Jordaan
Director Resilience Globale
083 447 0449
ajj@resilienceglobale.com
- Mr. Markes Wayne Butler
Head of Provincial Disaster Management Centre free State
074 513 0453
markes.butler@fscogta.gov.za