Hlokoma Zimbini Mangqalaza

Date of birth 18 February 1988
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Phone 0791876675
Drivers licence Code 08

Skills

- Research coordination
- Coordinate research administration and support
- Presentation and lecturing skills
- Monitoring and evaluation skills
- Research project management skills
- Analytical skills
- Qualitative and quantitative data analysis skills
- Managing fieldwork and data collection - Conducting interviews and surveys, focus groups, desktop
- Recruiting, training and managing fieldworkers
- Developing tools for data collection
- Workshop planning and facilitation
- Data capturing and transcribing skills
- Report-writing capabilities
- Administrative skills
- Interpersonal skills with students and fellow colleagues
- Time management
- Good verbal and written skills
- Good planning, organising capabilities
- Good project management capabilities
- High-level computer literacy and data analysis skills
- Good people skills

Work Experience

Post-doctoral fellowship
University of Cape Town – Centre for Social Science Research
01 April to date
• Plan and conduct qualitative research on topics agreed with their advisor;
• Conduct literature reviews on topics related to research;
• Support data management (as needed);
• Provide qualitative capacity-building support to the AARHub early career researchers;
• Prepare and edit study protocols and ethical approval packages (as needed);
• Present research at seminars, workshops and conferences;
• Prepare research findings for publication in peer-reviewed journals; and
• Support the design and application of research methodologies that aim to meaningfully
  engage adolescents in research, policy and programming.

Study coordinator and Qualitative researcher
University of Cape Town - Oxford Research South Africa
30th October 2020 – 30 March 2022
- Participate in the conceptualization of qualitative research projects as requested by the Principal Investigators
- Conduct literature reviews to inform various research components: questionnaire design, qualitative research activities, data collection and data management protocols, or publications;
- Review relevant literature as pre-agreed with lead investigators
- Propose and assist in the revision of study documents, including review of the protocol and research tools
- · Oversee the implementation of qualitative research methods conducted in the Eastern Cape
- Oversee the recruitment, screening and follow-up of participants for qualitative research as per protocol-specific inclusion/exclusion requirements.
- Conduct Quality Control for quantitative and qualitative data ·

- With support from Research Officers and Data Officer, provide training, feedback and strategies to uphold/improve the data quality of the project
  - o Study protocol
  - o Data collection tools, include questionnaires
  - o Quality Control procedures
- Ensure data is backed-up on a weekly basis on the appropriate platforms ·
- Ensure the confidentiality of participants and their data is practiced, maintained and stored in compliance with data management protocols;
- Participate in data cleaning, including the generation of data queries, resolution and consistency checks
- Lead the analyses and writing of both first-authored and team-authored publications
- Assist with the development of presentations, written reports and material for peer-reviewed publication based on results generated by the project, when required
- Participate actively in relevant research groups, conferences and meetings
- Assist with monitoring the progress of quantitative research activities and support Project Manager to generate regular and ad-hoc reports as required by the Investigators
- Communicate clearly and on a regular basis with the UCT and Oxford-based Administration team at Oxford University

Monitoring, research and business development officer
Technology Innovation Agency
April 2019 – 30th September 2020
- Validating and monitoring monthly submissions
- Writing and presenting research reports to stakeholders
- Analysing policy documents on various topics
- Writing impact assessment reports
- Devising a framework to assess and evaluate the impact of innovation funding in South Africa
- Conducting desktop market research innovation, science and technology policy
- Assisting in fieldwork planning and data collection
- Assisting data collection and research administration
- Collecting qualitative and quantitative data
- Capturing data
- Participating policy research in workshops

Monitoring and research officer
Medical Research Council
February 2019- April 2019
- Assisting the principal investigator with fieldwork planning and administration
- Collecting data in on a health related study in OR Tambo rural public health facilities on vaccine management
- Facilitating and providing awareness on vaccine stock management in OR Tambo rural public health facilities
- Writing daily research plans and reports,
- Assisting in fieldwork planning and data collection management in OR Tambo rural public health facilities
- Assisting principal investigator with research administration
- Participated in Qualitative research training
- Capturing data and transcribing on health related work

Research assistant
Wits University – Centre for Health Policy
July 2018 – November 2018
- Writing daily research reports,
- Assisting in fieldwork planning and data collection management in public health facilities
- Research administration
- Qualitative research training facilitation
- Collecting data
- Capturing data
- Participated in workshops public and community health programmes in preparation for data collection

Researcher
Stellenbosch University
January 2014 – July 2018
- Writing and presenting a research proposal on rural and urban local development,

- Writing an article for publication,
- Applying for research funding,
- Applying for ethical clearance for research,
- Conducting literature review on urban and rural local development,
- Independently planning and conducting research fieldwork in urban and rural areas on socio-economic local development,
- Independently formulating and conducting interviews and research questions on rural and urban development in rural and informal settlement communities,
- Independently conducting focus groups, interviews, surveys in households, community development programmes, municipalities and NGOs working with rural and urban community development programmes,
- Independently reporting/presenting and analysing research outputs on rural and urban development, in writing and verbally,
- Couching postgraduate students conducting research on economic and rural development studies,
- Giving policy recommendations on research conducted on socio-economic development research

Junior researcher/Masters Intern - Human Sciences Research Council
September 2012 - February 2014
- Reviewing literature on rural development, data collection and capturing,
- Giving policy recommendations on research conducted on socio-economic development research,
- Participated in writing research proposals for rural development research,
- Managing fieldwork planning and execution,
- Recruiting, coaching and managing fellow young researchers during data collection in some of South Africa's urban and rural areas,
- Conducting data collection in rural areas,
- Writing and presenting research outputs such as reports, papers, and published articles and chapters focused rural development on rural development in South African Municipalities

Junior Researcher /Research assistant – Human Sciences Research Council
February 2012 - September 2012
- Conducting research on youth unemployment and development,
- Writing, analysing and presenting research outputs on youth unemployment and development,
- Formulating a conceptual framework and for the research,
- Jointly writing a proposal for ethics review with fellow research interns.

Education

PhD – Public and Development Management
Stellenbosch University
January 2014 – current

Mtech Degree - Comparative Local Development
Trento University (Italy) and Tshwane University of Technology
January 2010 – December 2012

Btech Degree - Economic Management Analysis
Tshwane University of Technology
January 2009 – December 2009

National Diploma - Economic Management Analysis
Tshwane University of Technology
January 2006 – December 2008

Computer Skills

Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Software	Competency

MICROSOFT OFFICE (MS Word, MS Excel & MS Outlook, Teams)	2
STATA	3
ATLAS ti.	3
NVivo	3
RedCap	3

Language proficiency

Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

LANGUAGE	SPEAK	READ	WRITE
ENGLISH	1	1	1
XHOSA	1	1	1
AFRIKAANS	3	3	3
SOTHO	2	3	4
ZULU	2	2	3

References

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Dr Jane Kelly	jane.kelly@acceleratehub.org	+27 72 170 2105