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|  | Vukile Ben Masango**Language Practitioner: isiNdebele - English****Email: vukile.masango@gmail.com** **Cell: 081 205 3140 / 076 743 6736** |
| • PERSONAL DETAILS •Nationality: South AfricanDemographic Profile: Black AfricanGeographic Profile: Mbombela - MPLanguages IsiNdebele, English, isiZulu, Siswati, Setswana and Afrikaans• PROFESSIONAL SUMMARY •I am a dynamic male, who has cut his teeth on language practice over 16 years, with a solid track record in translation, transcribing, interpreting, editing and proofreading. I am equipped with the vision and purpose to maintain a harmonious relationship between colleagues in the workplace. I am able to adapt positively to any professional and personal challenges. I am a self-starter who is goal-driven and passionate in my dealings with people and business. I am a team player and have the ability to form trusted relationships with subordinates, clients as well as superiors.• OBJECTIVE •To ensure that the organisation’s growth is maintained through dedication, commitment, planning and assertiveness.  |  |  |  |
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|  | • EDUCATION • |  |
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|  | **MA: African Language Studies (Incomplete)**Registration Year: 2004Completion Year: IncompleteUniversity of Pretoria**Bachelor of Social Sciences (Honours): Community Development**Registration Year: 2003Completion Year: 2004 University of Pretoria **Bachelor of Social Sciences: Community Development**Registration Year: 2000Completion Year: 2003University of Pretoria**Standard 10**Registration Year: 1999Completion Year: 1999 |
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**• FULL TERTIARY ACADEMIC RECORD •**

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| **Name of Degree**  | **Institution / Dates** | **Major Subjects** | **Completion**  |
| MA: African Languages | University of Pretoria2004  | IsiNdebele, Copy-Editing, Translation Principles and Techniques, and Human Language Technology in Translation Practice | Incomplete |
| Bachelor of Social Sciences (Honours): Community Development | University of Pretoria2003 | Development Theories, Community Economics, Socio-cultural Impact Analysis and Development Research | 30-01-2004 |
| Bachelor of Social Sciences: Community Development | University of Pretoria2000 | IsiNdebele, Community Development, Communication and Criminology | 31-01-2003 |

**OTHER COURSES COMPLETED**

* Translation Methods and Practice - Wits Language School - 2021
* Introduction to Interpreting Skills - Wits Language School - 2019

**Knowledge**

* Research methodology
* Editing
* Translating
* Interpreting
* Transcribing
* Proofreading
* Reporting
* Project co-ordination and management
* Office administration
* Community development
* Office administration

**Skills**

* Interpersonal and communication skills
* Problem solving and supervisory skills
* Organizing and planning skills
* Report writing skills
* Computer skills
* Ms Office (all packages)

**Attitude**

* Professional and goal-oriented
* Tenacious and patient
* Able to work under pressure
* Able to work with minimal supervision

**• CAREER CHRONOLOGY •**

**Period:**  01 April 2006 - Present

**Institution:**  Mpumalanga Provincial Legislature

**Nature of Business:** Legislative Sector

**Last Position Held:** Hansard & Language Service Officer/Assistant Editor: isiNdebele

**Responsibilities:**

* **Providing simultaneous and consecutive interpretation during Sittings of the House and provide verbatim transcription of Members’ draft speeches of debates and Questions for Oral Reply.**
1. Interprets Members’ floor speeches during Sittings of the House simultaneously from isiNdebele and English.
2. Transcribes Members’ draft floor speeches of debates and Questions for Oral Reply from isiNdebele and English.
* **Translating documents and speeches of the House**
1. Translates documents and floor speeches of the House from isiNdebele to English and vice versa.
2. Translates various texts (promotional material for the Communication Unit) from isiNdebele to English and vice versa to meet the need of the target language and culture.
* **Proofreading and editing of transcriptions from Hansard Reporters**
1. Proofreads and edit transcriptions from Hansard Reporters in isiNdebele and English, and provide feedback and guidance.
2. Proofreads and edit Hansard volumes ready for publishing (both electronic and hard-copy) to improve its overall coverage and presentation, its content, scope, length, level and organization.
3. Submits proofread and edited transcriptions to the Deputy Editors and/or Managing Editor.
* **Editing of speeches and documents of the House**
1. Edits floor speeches and documents of the House in isiNdebele and English, and forward the edited versions to the Deputy Editors and/or Managing Editor.
* **Publishing Hansard**
1. Proofreading of final proofs.
2. Ensures that enough copies of Hansard volumes are filed and distributed to MPLs and all legal deposits and stakeholders.
* **Managing and co-ordinating outsourced simultaneous interpreting and translation projects**
1. Prepares interpreting packs before the sitting.
2. Develops and communicates specifications in terms of the services outsourced.
3. Ensures that the contracted service provider meets the deadline.
4. Supervises consecutive interpreting and/or provides consecutive interpreting for other government-related proceedings both inside and outside the Legislature.
5. Manages quality control of freelance transcription, interpreting and translating.
* **Transcribing SCOPA proceedings and compile a file register**
1. Transcribes SCOPA hearings and sittings, and help in the compilation of the report.
2. Files the completed transcripts and reports

* **Language development**
1. Development of Terminology: isiNdebele, isiZulu and Siswati.
2. Attends Language Development forums, viz. PanSalb, isiNdebele Dictionary Unit, National and Provincial Language Boards.
3. Updates parliamentary and political terminology lists by way of liaising with Language Practitioners from other Legislatures and National Assembly.
* **Publishing Hansard**
1. Proofreading of final proofs.
2. Ensures that enough copies of Hansard volumes are filed and distributed to MPLs and all legal deposits and stakeholders.
3. Indexing proceedings and speakers in alphabetical order.
4. Typesets, including paragraphing and pagination of Hansard volumes.
* **Performing linguistic upkeep of all official languages of the Legislature**
1. Ensures that all the official languages of the Legislature are well represented and receive all the necessary recognition they deserve.
2. Ensures the representation of all official languages of the Legislature at relevant stakeholder meetings.
3. Updates the Directory of Language Professionals and Stakeholders representing all the official languages of the Legislature.
* **Management, supervision and co-ordination of Hansard workflow**
1. Provides leadership and guidance to Reporters by way of planning and organizing workflow.
2. Controls quality of work in accordance with the Hansard Unit’s and the Legislatures Service Standards in order to ensure maximum service delivery.
3. Monitoring and evaluating Reporters regarding performance, adherence to institutional rules and regulations.
4. Ensures that the Unit’s Budget and resources are utilized and controlled in strict compliance with the Public Finance Management Act (PFMA).
5. Maintains staff relations.
6. Implements section and institutional policy as articulated by the Managing Editor.
7. Attends and participates in management meetings.
8. Appraisals and assessments of staff.
9. Handles queries from Members and other bodies in respect of changes and/or errors in Hansard and priority requests.
10. Participates in external Hansard Forums.
11. Co-ordinates and supervises timely transcription of Members’ speeches and ensures submission of unrevised copy to Members within 48 hours after the speech was made for corrections or verification.
12. Co-ordinates the processing of payments for freelance translators and interpreters.

**Period:** June 2016 till now

**Institution:** Sensum/Better Language Services (BLC)

**Nature of Business:** Language Service

**Last Position Held:** Freelance Language Practitioner

**Language Combination:** IsiNdebele and English

**Responsibilities**

* Translating [various fields].
* Editing [various fields].
* Proofreading [various fields].
* Transcribing [various fields].

**Period:** November 2015 till now

**Institution:** Bible Society of South Africa

**Nature of Business:** Publishing

**Last Position Held:** Freelance Language Practitioner :

**Language Combination:** IsiNdebele and English

**Responsibilities**

* Translating [Bible-based material].
* Editing [Bible-based material].
* Proofreading [Bible-based material].

**Period:** 13 September 2019 till 23 January 2021

**Institution:** Alet Kruger Multilingual Language Services

**Nature of Business:** Language Services

**Last Position Held:** Freelance Language Practitioner :

**Language Combination:** IsiNdebele and English

**Responsibilities**

* Translating [various fields].
* Editing [various fields].
* Proofreading [various fields].
* Transcribing [various fields].

**Period:**  May 2004 - June 2005

**Institution:**  National Department of Social Development

**Nature of Business:** Government Sector

**Last Position Held:**  Intern: Victim Empowerment Programme (VEP)

**Responsibilities:**

* Office administration.
* Conducting research as per the Chief Director’s request.
* Attending plenary meetings with relevant stakeholders.
* Co-ordinating community dialogues and public participation.
* Assisting the Youth Development Directorate with youth issues [youth hearings and round-table discussions on youth development]
* Monitoring and evaluating VEP projects.
* Compiling progress reports on VEP projects.
* Managing and updating the VEP Resource Directory.
* Helping in co-ordinating the 16 Days of Activism Programme.
* Co-ordinating the training of care workers in Victim Empowerment and Trauma Support Work.

**Period:**  March 2003 - March 2006

**Institution:**  Nasou Via Afrika Publishers

**Nature of Business:** Publishing

**Last Position Held:** Freelance Language Practitioner: isiNdebele

**Responsibilities:**

* Proofreading and editing projects approved for publishing (both electronic and hard-copy) to improve its overall coverage and presentation, its content, scope, length, level and organization (Teacher Guides and Learner Material).
* Translating various texts from isiNdebele to English and vice versa to meet the need of the target language and culture (Teacher Guides and Learner Material).
* Indexing publications ready for printing and setting artwork.

**• REFERENCES •**

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| **Name**  | **Position**  | **Contact No** |
| Mr M S Skhosana | Manager/SupervisorHansard Unit: Mpumalanga Provincial Legislature | 072 696 4632 |
| Ms J Groenewald | Supervisor (Mentor)/Deputy Director: Families and VEP UnitNational Department of Social Development - **[Retired]** | 082 447 3634 |
| Mr J E Mahlangu  | National HEET ManagerHeinemann Publishers (Previously with Nasou Via Afrika) | (011) 322 8675073 784 8449 |
| Ms Suzette Klopper | Language Services ManagerSensum/Better Language Company | 083 234 6660suzette@sensum.co.za |
| Ms Talitha Huysamer | Manager [Product Development Publications and Programmes]Bible Society of South Africa | (021) 910 8740talitha@biblesociety.co.za |
| Dr Alet Kruger | DirectorAlet Kruger Multilingual Language Services Pty Ltd | 082 9022 388alet.multilanguage@gmail.com |