

# Curriculum Vitae

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*A Sustainable Development Expert and Project Management Specialist specialising in Sustainability Goals, Policies, and Program Design and Evaluation with a rich international academic and professional background.*

## **PROFESSIONAL EXPERIENCE**

**Kelche Consulting, Gaborone, Botswana (8/2024-to date)**

### **Founding Managing Director**

- Project Management (Project Planning and Strategy, Execution Oversight, Monitoring and Evaluation, Process Improvement)
- Change Management (Change Strategy Development and Impact Assessment, Communication Plans, Training and Support, Stakeholder Management)
- Human Resources Management (HR Policies and Compliance, Strategic HR Management, Performance Management and Development, Employee Relations and Benefits)
- Sport Management (Governance, Policy and Compliance, Development and Retention, Program and Events Management, Resource Management and Partnerships)
- Research Management (Research Planning and Strategy, Data Management and Analysis, Funding and Resource Management, Reporting and Knowledge Sharing).

**Sthands Consulting, Gaborone, Botswana (6/2025-to date)**

### **Project Operations and Administrative Consultant**

- Monitoring and Evaluation
- Human Resources Management and Training and Development
- Project Operations Support and Operational Strategy Input
- Office Coordination, Resource Planning ,Compliance and Procurement Support
- Process Documentation and Improvement
- Administrative Systems Setup and Management.

**International Olympic Academy Participants Association (IOAPA), Gaborone, Botswana (9/2023-9/2025)**  
**Country Coordinator**

- Projects Development and Implementation (Olympic Values Education Programme, Gender Based Violence, Environmental Sustainability, Mental Health and Socio-Economic Projects)
- Establishing an National Olympic Academy (NOA) Locally and Maintaining International Relations
- Sport Business Networking and Stakeholder Management
- Coordinating, Mobilising IOAPA Botswana members and Promotion of IOAPA Mandate and Activities
- Recommending and Developing Young Olympic Ambassadors.

**Botswana Rugby Union, Gaborone, Botswana (5/2022-4/2024)**

### **Administrator**

- Developing and Implementing Sporting Activities in Fulfillment of Requirements by Sport Governing Bodies
- Implementing Policies and Procedures
- Strategic and Operational Planning
- Human Resources Management
- Competition Management
- Sport Development and Capacity building
- Managing Sport Activities Associated Risks

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- Stakeholder Engagement and Management
- Managing and Maintaining Professional Standards for Development Officers
- Partnerships, Sponsorships and Resource Mobilisation
- Grants and Resource Management
- Financial Management-Budgeting, Spending and Control
- Affiliate Clubs Compliance
- Safeguarding, Women Inclusion, Sustainability Initiatives, and Diversity and Equity in Sport
- Identifying Training Needs for Union Staff
- Participating in Committees and Meetings of Sporting associations, and Board
- Stewarding Sporting Facilities and Equipment
- Liaising with School Committees at all levels
- Planning and Management of Technical and Support events.

**Erasmus+ Programme, Lausanne, Switzerland (8/2023-4/2024)**

**Research Mobility Traineeship-University of Lausanne**

- Familiarisation with Policy Evaluation Approaches and Techniques, and their relevance and application to the understating of sport for development projects
- Development of an Understanding of the Use of Logic Models and Theories of Change to Evaluate the Impact of Selected Sport for Development Projects
- Development of Writing, Presentation and Research Skills, and Finalising Research Dissertation.

**International Olympic Academy (IOA), Athens, Ancient Olympia, Greece (6/2023-6/2023)**

**Coordinator for the 63<sup>rd</sup> International Session for Young Olympic Ambassadors**

- Leading Working Group Discussions, Edited and Finalised Group Reports For Representations and Conclusions
- Leading Sporting and Art Activities for Participants
- Logistics (Travel, Accommodation and Communication) for Participants
- General Assistance and Trouble Shooing to the IOA on Any Matters During the Session.

**University of Botswana - Institutional Planning, Gaborone, Botswana (8/2022-3/2023)**

**HPO Transformation Project-Graduate Researcher**

- Restructuring of the University into a High Performance Organisation
- Project Planning and Management
- Change Management and Organisational Development
- Research Development and Stakeholder Engagement.

**University of Botswana - Careers and Counselling, Gaborone, Botswana (1/2022-8 /2022)**

**Job Placement Unit Officer**

- Developing a Mentoring / Volunteering Program Between Students, Alumni, Business Leaders and Organisations
- Analysing Annual / Longitudinal Graduate Destination Survey and Dissemination of the Research Findings Addressing the Needs of Students
- Identifying Collaboration Stakeholders to Establish Memorandum of Understanding
- Running Regular Seminars and IEC Programmes on Life Skills and Employment for Students and Staff.

**University of Botswana / Harvard-Vaccine Response Study, Gaborone, Botswana (11/2021-11/2021)**

**Research Assistant**

- Client Mobilisation and Screening
- Data Capturing and Distribution of Study Incentives to Participants.

**Family Health International (FHI 360) Gaborone, Botswana (8/2019-6/2020)**

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## **Program Officer**

- Programme Planning, Coordinating, Implementing and Management of Programme Cycles
- Programme Monitoring and Evaluation
- Policy Review and Indicator Analysis
- Partners Capacity Building
- Annual Work Planning and Budgeting Processes
- Preparation of Technical, Operational Reports and Analytical and Assessment Reports
- Collecting, Compiling, Analysing and Sharing Information Relevant to the Programme (Knowledge Management)
- Constant Stakeholder Networking, Correspondence, Engagement, and Management.

## **Botswana Qualifications Authority, Gaborone, Botswana (1/2017-8/2017)**

### **Administration and Customer Service Point of Contact**

- Procurement and Administration
- Referrals and Update on the Customer Service Unit's Weekly Engagements, To Dos, and Gaps.

## **German International Cooperation (GIZ), Gaborone, Botswana (4/2010-2/2016)**

### **Senior Programme Officer**

- Project Strategic Planning
- Programme Monitoring and Evaluation
- Organisational Development and Partners Capacity Building
- Contracts and Grant Management
- Human Resources Management
- Project Data Management
- Stakeholders and Partnerships Management
- Project Finance Management and Administration
- General Project Administration and Operations Management.

## **Sbrana Psychiatric Hospital, Gaborone, Botswana (10/2009-3/2010)**

### **Administration Officer -Human Resources & Accounts**

- HR Strategy and Policies
- Performance Evaluation and Development
- Appointments and Administration
- Staff Well Fare and Benefits Facilitation
- Conflict and Grievance Resolutions-Disciplinary Hearings and Legal Procedures
- Labour Law Administration.

## **University of Botswana, Gaborone, Botswana (9/2008-5/2009)**

### **Assistant Human Resources Officer**

- Appointments and Administration
- Staff welfare and Benefits
- Active Participant in the Human Resources Transformation Roadmap which was Geared towards Transforming the University's Human Resources Practices and Procedures.

## **Department of Cultural Affairs and Sport, Cape Town, South Africa (6/2007-11/2007)**

### **Monitoring and Evaluation (M&E) Intern for the School Sport and FIFA 2010 Units**

- Development of Performance Indicators, Gap Analysis, and Policy Review
- Alignment of Departmental, Provincial, and National M & E Plans
- Alignment and Reformatting of the Department's Annual Performance Plans

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- Development, Analysis, Management of Surveys, Preliminary Reports and Standardisation of M&E Terminology.

**University of Cape Town, Cape Town, South Africa (9/2008-5/2008)**

## **Tutor**

- Tutored Labour and Industrialisation in South Africa (Soc2016s) to Two Classes of Second Year Students
- Tutoring the Course Materials to Students on Weekly Basis
- Helping Students with Assignments and Marking Students' Assignments.

## **EDUCATION**

**Master of Science in Sport Management (Olympic Studies, Olympic Education, Organisation and Management of Olympic Events) (2022-2024)**

University of Peloponnese, Sparta, Greece

- Olympic Pedagogy
- Olympic Games and Major Sport Events
- Sport Marketing and Olympic Sponsoring
- Sport Policies and Sustainability
- Sport and Ethics-Olympic Philosophy
- Strategic and Operational Planning of Major Sport Events
- Olympic Movement and International Relations
- History and Philosophy of Sport in Antiquity
- The Modern Olympic Games
- Research Methods and Research Thesis.

**Fundamentals of Project Planning and Management Certificate (2022)**

University of Virginia, Virginia, United States of America

- Project Planning and Management.

**Master of Science in Project Management (MPM) General (2021-2022, course work completed. To date- Research)**

University of Botswana, Gaborone, Botswana

- Project Planning
- Project Resources Procurement, and Contracts Administration
- Project Finance, Cost Estimation, and Control
- Project Risk Analysis and Management
- Project Impact Assessment, Monitoring, and Evaluation
- Project Environment Analysis
- Human Resources Management
- Research Methodologies and Research Dissertation.

**Bachelor of Commerce (Honours) in Organisational Psychology-Programme Design and Evaluation Specialisation (2007-2007)**

University of Cape Town (UCT), Cape Town, South Africa

- Introduction to Programme Evaluation
- Research Design
- Statistics
- Programme Design
- Evaluation Models for Training
- Training Needs analysis and Research report (Thesis).

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## **Bachelor of Social Science in Labour, Organisational Psychology, and Human Resources Management - Organisational Development and Change Management Specialisation (2004-2006)**

University of Cape Town (UCT), Cape Town, South Africa

- Organisational Behaviour and Research
- Organisational Design and Resourcing
- Organisational Learning and Wellness
- Labour Relations and Organisational Change
- People, Work, and Organisation
- Psychology
- Comparative Industrialisation and Labour Studies
- Developmental Psychology
- Social Research
- Introduction to Management (Finance, Accounting, Economics, Business Strategy, Marketing)
- Research Project.

## **Matric Certificate (2003)**

Rosebank House Damelin High School College, Cape Town, South Africa

- Matric.

## **Botswana General Certificate of Secondary Education (2000-2001)**

Gaborone Secondary School (GSS), Gaborone, Botswana

- Botswana General Certificate of Secondary Education (BGCSE).

## **AWARDS**

- University of Botswana Foundation Postgraduate Masters scholarship
- Olympic Solidarity Postgraduate Masters scholarship
- Erasmus+ Programme Masters Traineeship/Learnership Grant
- World Rugby and World Academy of Sport Postgraduate Certificate scholarship
- Quantic Business School scholarship
- HISA-Public Policy Research Institute's World Policy Conference 2024 scholarship.

## **PUBLICATIONS**

- Equity, Diversity and Inclusion in the Olympic Games abstract
- Cultural Values' Contribution to the Perpetuation and Amplification of Inequalities paper
- Inclusive Leadership and Student-Staff Partnerships abstract.

## **PERSONAL SKILLS**

- Project Planning
- Monitoring and Evaluation
- Research
- Presentation, Facilitation, and Report Writing
- Interpersonal, Communication, and Analytical
- Coordination and Management
- Computer (Microsoft Office: Word, Excel, Power Point, Publisher, and SPSS).

## **ADDITIONAL TRAINING**

- Athlete Support Personnel Anti-Doping Course (2025)
- Safeguarding Essentials Course (2025)
- Sport for Sustainable Development Course (2024)
- TEFL Course (2024)

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- Strategic Planning Course (2022)
- Risk Management Course (2022)
- Change Management Course (2022)
- Budgets and Managing Money Course (2022)
- Purchasing and Procurement Basics (2022)
- Internal Control Course (2020)
- Programme Officer OnBoarding Course (2019)
- Microsoft Excel Expert Course (2019)
- Workwise: Interpersonal Communication Course (2019)
- Awareness and Compliance Training (2019)
- ABSA/Student Village Women Leadership Conference (2007)
- Programme Monitoring and Evaluation Workshop (2007)
- Telkom Women in Leadership Programme (2006)
- Junior Achievement Botswana Programme (1999)

## **WORKING GROUPS / COMMISSIONS MEMBER**

- Commonwealth Sport Indigenous Reconciliation Working Group (2025)
- Commonwealth Sport Sustainability Commission (2025)
- Botswana Drug Enforcement Agency Working Group (2025)

## **ADDITIONAL ACTIVITIES**

- University of Botswana (UB) Career Services Mentorship Program-Mentor (2021-2022)
- Family Health International (FHI 360) Wellness Committee -Secretary of the FHI 360 Wellness Committee (2019 -2020)
- Family Health International (FHI 360) (Gender Equality and Social Inclusion) GESI - GESI Champion (2019 - 2020)
- Diamonds of Destiny Founder - an empowerment group that teaches young women to become the best versions of themselves through joint learning of life skills and making an impact in their communities (2017-to date).

## **REFERENCES**

- Mr. Moses Macheke. German International Cooperation (GIZ) Office Botswana. Human Resources Manager. Tel:+267 3957378 /72320151. Email: moses.macheke@giz.de / moses.macheke@cavistatech.com
- Dr. Thandi Katlholo. Sthands Consulting. Managing Director. Tel:- +267 76509434 / +41 795259074. Email: thkatlholo@gmail.com / info@sthands-consulting.com
- Mr. Farid Pandor. Botswana Rugby Union Board. President. Tel:-+267 71322399. Email: ofpandor@yahoo.com
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