

Nia Maritz

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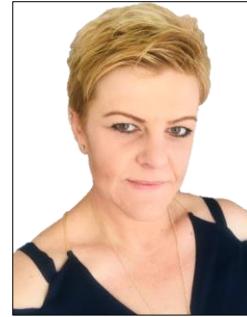
Salary: negotiable

Immediately available

LinkedIn profile:

<http://za.linkedin.com/pub/nia-maritz/12/90a/b22/>

Lynnwood, Pretoria



Talent Development, Organisational Development and Operational effectiveness are my strengths. I help individuals understand their intellectual worth and behaviour and teach organisations how to harness that intellect, passion and talent. I focus on their natural aptitude, skills, and qualities and amplify their natural way of thinking and working to complement, enhance and optimise operations.

I have an in-depth understanding of these practices. Consulting, I walked the floors of many organisations. I had thousands of conversations with people about their careers and frustrations. Commerce with different industries allowed me opportunity to understand operational impact and productivity.

I constantly look for reasons and causes and help people and organisations make things happen - putting thoughts into action and seeing patterns where others simply see complexity. I also have a cunning ability to pinpoint core problems, partnered with best solutions.

My Professional Profile according to the 5 Themes according to GALLUP Strengths Finder exercise:

Strategic / Individualization / Activator / Command / Analytical

Career Summary

Relocated from Cape Town to Lynnwood, Pretoria, December 2018, in quest of a permanent stable income opportunity to afford a stable environment for my child as a single mother.

04.2014 - Current

Coach-SA – Life & Career Coach

Executive Coaching for high performance career professionals – <http://www.coach-sa.co.za>

Coach individuals but also consult on concepts to corporates such as performance optimization, art of successful project planning and talent management.

FOCUS: BOILER ROOM FOR HIGH PERFORMANCE CAREER PROFESSIONALS

Learn how to thrive in a frenzied work environment while managing your personal obligations.

High-performance career professionals that need to deal with an immense work load, the execution of a myriad of daily tasks PLUS keep the balance at home.

Sound boarding

STAGES:

1. DEFINE YOUR PURPOSE - We guide you through the process of understanding what motivates and drives you. This will shape your purpose and remind you of WHY you do what you do on a daily basis.

Discovery, goals, current reality and resources tools.

2. BUILD CONFIDENCE - We teach you how to manage workloads and overcome the fear of failure by better understanding your personal emotions.

Values & beliefs, fear of failure, performance anxiety and understanding emotions and confidence building tools.

3. CAPABLE - Learn how to productively manage your time, improve leadership skills to enhance performance and expand your support systems.

Time Management, Upward & Downward Management / Leadership, Project Planning, Performance Management Optimization, Operational contingency and accountability tools.

4. ACHIEVE BALANCE - We give you the tools to help you achieve balance in your career, personal life, friendships and within your family.

Courage, Risk & Reward, Disengaged to Engaged, Mindfulness, Finding Patterns

5. SUSTAIN - Learn how to maintain this balance on a long-term basis.

Review progress and focus, what's in the gap, networking and leaving a footprint

02.2016 – 11.2016

WGB Distribution – Operations Manager (half-day position)

WGB Distribution dispenses a variety of high-quality products. We are home to products such as: Azure Branded Bottled Water and Pure Flow Gas Supplies.

Position Overview:

- Support to two directors of WGB.
- Manage staff operations, HR related duties, recruitment / job descriptions / discipline etc.
- Manage sales teams – gas and water.
- Recruitment
- Systems and procedures
- Social Media / Branding
- Developed website and blog – integrated with all social media platforms.
- Optimise media and social awareness of products.
- Trade shows / exhibitions

May 2012 – April 2014

Golder Associates Africa - Talent Acquisition Team Lead Africa

Golder Associates is a thriving global consulting engineering firm with almost 9000 employees, spanning the continent in 184 offices. Golder is particularly strong in the mining industry, with oil & gas a close second.

Some highlights and achievements:

- Recruitment
- Streamlined all In-house recruitment processes, position and systems. Built a job description library, putting together all positions in consultation with managers. Eliminated all skill scarce positions. Reducing 94 open positions to 4 – 6 ongoing roles within two-year period. Recruitment cost savings: June 2012 to July 2013 - R3 643 735.27 and July 2013 to March 2014 – R2 082 020.00.
- Developed and implemented a successful Talent Management and mentoring strategy, program and platform for mentoring rounded professional development of individuals and the making of good career choices, irrespective of employer. World-wide coaches and mentees with Golder global which then incorporated this approach as part of their mentoring strategy in UK with 4 workshops
- Designed and implemented company assisted CPD (Continuing Professional Development) career streams in association with councils for Engineering and Environmental and Sciences.
- Establishing Young Professional Forums for engineers and sciences, linking the forums to global teams, giving young professionals links and network opportunities world-wide.
- Implemented a Thought Leadership strategy called the University Project to build platforms with various universities and enhance staff growth.
- Consolidated and set up systems, co-ordinated and streamlined the in-house mobility processes.

- Represent Golder SA on Global HR operations and recruitment team – driving world class processes.

Social Media / branding

- Set up all social sites linking to recruitment and LinkedIn, saving on advertising.
- Network and build relations with all international offices building platforms for scientists and engineers to collaborate – also with various universities
- Branding of individuals within the group – to up media / public exposure – profiles on LinkedIn.
- Writing articles for Destiny magazine and interact on Destiny-Connect.

Position Overview:

- Recruitment / Contract Management - Casual / Shadow contracts / student contracts / ROC Contracts, renewals / terminations / Fixed Term Contracts - renewals and terminations / Internal announcements of new appointments / On-Boarding process / Integration Reviews / Mentorship / CPD – all career streams / Young Engineering / Scientific Professional Forums - co-ordination / Learners / Interns / New Hires and Exits / Exit interviews / Universities - liaison and networking / HD websites / Social Media and profile building / GAIMS compliance

06. 2007 – 05. 2012 DBS Human Capital Pty Ltd - Managing Director

DBS Human Capital is a boutique consultancy that specializes in recruitment within the fields of Finance, IT, and Engineering thereby assuring expert attention, knowledge and advice within these niche areas.

Some highlights and achievements:

- Recruitment
- Developed a process called Natural Aptitude Planning by analysing data and statistics and recognizing behavioural patterns. Natural Aptitude Planning is a unique technique integrated into the recruiting process. Natural Aptitude Planning (NAP) looks at how people behave under pressure and what they naturally tend to do in their work environments. This process has been tested at all levels, but specifically on middle management through to CEO level where it has displayed phenomenal and accurate results.
- Set up consultancy where consultants apply this process when interviewing and counselling candidates, enabling them to more accurately match a candidate to the perfect fit job and company. Empower individuals not to rely on recruitment agencies, to understand their own worth and find the right career opportunities.
- Successful in setting up start-up operation and marketing strategies.
- Manage Investor relations and started DBS Human Capital on behalf of investor by using various networks and mentoring existing and new client relationships.
- Since the conceptualizing of DBS, developed international markets and awareness for the business as well as developed African markets extensively.
- Extensive business development.
- Social Media strategy - DBS appeared several times in various media. Implemented systems, structures, procedures to set the company up from start as an operational and corporate entity.

Social Media / branding

- Set up all social sites linking to recruitment and LinkedIn, saving on advertising.
- Facilitated Woman for Woman conference – teaching individuals – entrepreneurs how not to spend their budgets on getting their name out there – even covered by SABC.
- Building networks / platforms globally and attracting international business.

12. 2000 – 04. 2007 DAV Professional Placement Group - Team Leader & Senior Client Consultant

DAV is proudly known as South Africa's leading permanent recruitment company.

Some highlights and achievements:

- Recruitment
- First Team Leader in the Office Support Division and first Office Support Consultant to bill R1m and then R2m at various year ends; Multiple incentives and achievements (top biller and closer) reaching targets including prizes to Rome, Paris, Namibia, Zambia and Mauritius etc.

01.2000 – 09.2000	Malnor Publishers - Wood SA & Timber Times - Journalist
04.1997 – 12.1999	MIBF (Metal Industries Benefit Funds Administrators) – Communications Officer
01.1997 – 03.1997	PRINTEC (Litho printing company) - Operations / Owner
12.1995 – 12.1996	Krugersdorp Municipal News, Krugersdorp Town Council - Editor
02.1995 – 12.1995	Various Freelancing Assignments - various
02.1992 – 02.1995	Caxton Group - Journalist - Krugersdorp News & Randfontein Herald

Education and qualifications

1989	Westonaria High School - Matric
1990 – 1992	(1 subject outstanding) Vaal Triangle Technikon National Diploma Public Relations, Communications
2007 – 2007	International Coach Federation ACIP - Certified Life Coach, Mentoring / Coaching, Results Coaching Systems
2015	SAQA Assessor US-115753: Conduct Outcomes-Based Assessments, NQF Level 5

Professional development

Honours & Awards

Stanford Who's Who Certified - Awarded a certificate of recognition to commemorate her achievement and inclusion In The 2013 Edition OF THE STANFORD WHO'S WHO BLACK BOOK For Having Demonstrated Outstanding Leadership Or Achievement In Their Occupation, Industry, Or Profession.

Publications

Know Your Worth - Published E-Book – also available <http://www.cmcza.co.za>

What is it that allows some people to face a time of unemployment and still come out on top?

#EkKanEkWilekSal – Maak dit gebeur, Maak dat dit saak maak. n Besluite boek – uitgewers Finesse Tydskrif (2019)

Courses - Independent Coursework

- PCL Covey Leadership Course
- Leading to Greatness: Fortune 100 – conference: Jack Welch, Richard Branson, Carly Fiorina, Malcolm Gladwell, Rudolph Giuliani, Stephen Covey and Marcus Buckingham, Suzie Orman – Managing your finance
- Art of Possibility – Ben Zander, Conductor of the Philharmonic Orchestra
- Time to reinvent the manager – David Rock
- Leadership for a thinking environment

- Emotional Intelligence – Richard Pike and Barry Pokroy
- Target Selection Interviewing – STAR questioning
- Candidate Control
- Clients and Candidates – Peter Levkovitz
- How to retain staff
- Client Development - Terry Petra
- First Break All The Rules - Marcus Buckingham
- The Art of Developing Relationships - Mike Lejeune
- Whale Done – Catch people doing things right – Ken Blanchard
- Job and candidate control – Dimitri
- Skilful Resolution of Conflict Training
- The Buzz – David Freemantle
- Leadership: Building & Motivating High Performance Teams: CESA Certification
- CPD: Road to Registration for Mentors, Supervisors & HR: CESA Certification