



CURRICULUM VITAE

1 PERSONAL INFORMATION

Surname:	Grimbeek
Name:	Linda
Title:	Mrs
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Home Address:	Walter Sisulu 381, Potchefstroom
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Email address:	linda.grimbeek@nwu.ac.za
Marital status:	Married
Nationality:	South African
Birth date:	1971-06-16
Age:	46
Gender:	Female

2 BIOGRAPHICAL PROFILE

Since my appointment at the North-West University in 2001, I have gained experience and in-depth knowledge of the core academic activities of the NWU.

My responsibilities include :

- Managing under- and postgraduate student administration
- Advising prospective students and lecturers
- Managing the registration and orientation process of new first year students
- Managing the registration process of first year and senior students
- Assisting students with curriculum changes and qualification modifications
- Mentoring of administrative staff
- Managing approval of academic programmes and short course applications (ICAS)
- Managing external and internal programme evaluations
- Acting as secretary, handling of meeting procedures and administration (Faculty board-, Faculty Management-, Teaching and Learning-, Clinical-, Research- and Examination committees)
- Compiling and revising academic calendars
- Compiling and updating the quality manual
- Strategic planning (Enrolment planning)
- Human Resource Management (Manage performance agreement of staff, leave management and extraordinary appointments)
- Assisting the Dean in compiling the Faculty's annual report

- Managing research administration (title registrations, appointment of examiners, submission, examination and graduation ceremony)

Computer literacy in Web page design (Open CMS, Front page); MS Office (Word, Excel and PowerPoint), email and internet.

I completed an Introductory Setswana course in 1997 when I was appointed in the Area Commissioner's (SAPS) office. This gave me a good understanding of the Setswana culture.

I am familiar with report writing; I have compiled several press releases when I was appointed in the South African Police Service. As Spokesperson, I also have experience in radio- and television interviewing.

3 ACADEMIC HISTORY

3.1 Secondary

Institution	*Qualification	Subjects	Date obtained
Hoër Volksskool, Potchefstroom	Matric	Afrikaans	1989
		English	
		Mathematics (With distinction)	
		Accounting (With distinction)	
		Biology	
		Natural Sciences	

3.2 Tertiary Education

Institution	*Qualification	Specialisation	Date obtained
North-West University	PhD in Sociology	Corporate Social Responsibility	On hold
North-West University	MA in Industrial Relations	Labour Relations Act	2007
University of Potchefstroom	BA Hons in Industrial Psychology		2003
UNISA	BA Communication and HR Management		1998

4 OCCUPATIONAL HISTORY

Institution	Position	*Date
North-West University	Senior Faculty Administrator Faculty of Economic and Management Sciences	Since 2017-09-01
North-West University	Administrative Manager Faculty of Economic and Management Sciences , Potchefstroom Campus	2016-01-01 – 2017-08-31
North-West University	Chief Administrative Officer - Faculty of Health Sciences , Office of the Dean	2014-05-01 – 2015-12-31
North-West University	Faculty Manager - Faculty of Natural Sciences , Office of the Dean	2007-11-01 to 2013-01-31-
North-West University	Senior Administrative Officer (Research administration) – Faculty of Health Sciences, Centre of Excellence (Pharmacen)	2005-11-01 to 2007-10-31
North-West University	Administrative Officer (Distance Education administration) - Faculty of Natural Sciences, Department of Life Sciences	2001-11-01 to 2005-10-31
SA Police Services, North-West Area	Spokesperson/Media Liaison Officer	1991-04-18 to 2001-10-31

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4.1 Workshops/seminars attended

Institution	Topic	Date
NWU, Management Programme	People Management Workshop	21-22 April 2015
NWU, Management Programme	Fundamentals of Management	01-02 April 2015
Experiential Technologies	Strategic Planning	29 October 2014
NWU, Management Programme	Managing Stress In The Workplace	21 October 2014
PCDDP (NWU), Stellenbosch	Satellite Workshop of the World Congress of Basic and Clinical Pharmacology 2014	12 -13 July 2014
LPP Consulting	Resilience: Performing under pressure	9-10 June 2014
Human Rights Commission and the Bench Marks Foundation. Parktown, Johannesburg	Workshop on Corporate Social Responsibility and Human Rights	01/2009
School for Basic Sciences and the Water Niche Research Group of the North-West University (NWU), Vaal Triangle Campus. Vanderbijlpark.	Past, Present and Future of Environmental Crises in South Africa: A Trans-disciplinary discourse	11/2008

5 RESEARCH PROFILE

- MA dissertation title: Grimbeek, L. 2007. *Die implikasie van 'n minimumloon vasstelling vir die landbousektor in die Noordwes-provinsie*. MA Dissertation. North-West University, Potchefstroom Campus.
- PhD thesis title: Social Responsibility and Local Economic Development in the South African Mining Sector: Gaps between Policy and Practice (On Hold).

5.1 Participation in activities of Research Entity

Name of Entity	Role player	Project name	Date
Preclinical Drug Development Platform, NWU	Congress Organiser and Project Manager	Satellite Workshop of the World Congress of Basic and Clinical Pharmacology 2014	2014-02-01 to 2014-07-31
South African Society of Basic Clinical and Pharmacy (SASBCP)	Congress organising team member	World Congress of Basic and Clinical Pharmacology 2014	2010-01-01 to 2013-01-31
Centre of Excellence for Pharmaceutical Sciences (Pharmacem)	Workshop organiser	Emzaloid technology workshop	2006-01-01 to 2006-09-30

6 MANAGEMENT

6.1 Committee memberships

Institution	Name of committee	Role	Responsibility since
Economic and Management Sciences	Research Ethics Committee (EMS-REC)	Member	2016
NWU, Natural Sciences / Health Sciences / Economic and Management Sciences	Faculty Board	Secretariat	2007
NWU, Natural- and Health Sciences / Economic and Management Sciences	Examination Committee	Secretariat	2007

NWU, Natural- and Health Sciences / Economic and Health Sciences	Faculty Management Committee	Secretariat	2007
NWU, Institutional Office	ICAS Development Task Team	Team Member	2009
NWU, Health Sciences / Economic and Management Sciences	Teaching and Learning Committee	Secretariat	2014
NWU, Natural and Health Sciences / Economic and Management Sciences	Academic Programme and Short Course Management Committee	Secretariat	2008
NWU, Health Sciences	Clinical Teaching and Learning Committee	Secretariat	2014
NWU, Natural Sciences	Research Committee	Secretariat	2007

7 REFERENCES

Institution	Name	Tel	Email
NWU	Mr Louis Jacobs, Corporate Communications	018 - 299 4918	Louis.jacobs@nwu.ac.za
NWU	Prof JD van Romburgh, School Director, Accounting Sciences	018 – 2991341	Jan.vanromburgh@nwu.ac.za
NWU	Prof JJ Pienaar – Dean, Natural Sciences	018 – 299 2301	kobus.pienaar@nwu.ac.za
NWU	Prof AF Kotzé –Dean, Health Sciences	018 – 299 2224	awie.kotze@nwu.ac.za
NWU	Prof J du Plessis – Research director, Pharmacien	018 – 299 4015	jeanetta.duplessis@nwu.ac.za