



# Thoko Miya

## Profile

A passionate information communication technologies practitioner with academic qualifications spanning the disciplines of information technologies, social sciences, journalism, development studies and management as well as certifications in Agile, SCRUM, DNS, Cybersecurity and policy writing as well as an additional eight years of work experience including analytical work related to ICT's governance, digital policy-making, development management, participatory governance and related work within intergovernmental and not-for-profit spaces for digital transformation, inclusive innovation, diversity and inclusion.

I am a competent in writing compelling plans, programs and curriculum drawing from marshaling resources from across the business and regions within which it operates to successfully deliver on revenue and strategy goals both within the society as well as within the market. My writing experience includes writing high level reports, meeting summaries and synthesizing information and inputs.

Within my historical experience framework I have also been responsible for project management, product management and coordination of internal and external resources for shareholder, stakeholders and third parties/vendors to ensure that projects and products are delivered in a timely manner, executed within scope and within budget. Part of my reference includes developing project scopes as well as objectives. This means involving all relevant stakeholders and ensuring that products and projects meet their technical feasibility. I am able to coordinate, manage and delegate responsibilities as well as to ensure delivery of product/project.

As a professional I am able to combine product planning and management of the product life-cycle of one specific product. Working with engineering to define the vision and scope as well as overseeing the product strategy, pricing and positioning strategies. Employing Agile Project Manager techniques to ensure the timely delivery of high-quality technical innovations solutions which drive the key business strategies. This allows me to lead across functional development teams through all phases of the product development process, from discovery through the development and to product launch.

Within my capacity I am available to coordinate data, research and governance related tasks working with high profile and stakeholder groups on policy, networks as well as meaningful access for the input of a substantive and diverse representation. I work with a determined development scope to ensure that I create and organize compelling relationships with partners and merchants towards company/project/product development looking specifically at strategic alignments integration of larger organizational strategies for the development of business and community development and market positioning.

I am highly-skilled at not only looking after day-to-day operations of a company but have the acumen to lead visions and design strategies for a company. Reporting directly to the board of directors, investors and shareholders I am able to lead and implement organizational changes within a company and remain accountable to the shareholders in a company.

## Employment History

## Details

Cape Town  
South Africa  
+27763531624  
[msthokomiya@gmail.com](mailto:msthokomiya@gmail.com)

## Links

[Linkedin](#)  
[Instagram](#)  
[Website](#)  
[Twitter](#)

## Skills

Strategic Planning

Management

Leadership

Communication Skills

Computer Skills

Fast Learner

Ability to Work in a Team

Adaptability

## Languages

English

French

isiXhosa

seTswana

## **CEO Founder, Startup Thoko, Cape Town, Western Cape, South Africa**

SEPTEMBER 2020

Startup Thoko was set up to be an empowerment hub for Pan-African technology entrepreneurs. Set up to build a strong pipeline and community of entrepreneurs in Africa. A 12 week incubation pipeline program supported by industry mentors and access to seed funding followed by a 1 year immersion program for the top 10 best innovation scaleups and a 5 year support structure for high-impact ideas with scalability. The program is fully immersive and forms part of a greater conglomerate eco-system of startup founders, investors, industry experts and other key stakeholders.

At Startup Thoko we empower Pan-African entrepreneurs to leverage their skills to build strong technology startups from scratch. Accelerate transformation of project ideas and prototypes into validated business models ready for market investment.

We build communities and alliances to aggregate further opportunities for entrepreneurs to maximise impact.

In my role here I was responsible for:

- The daily operations of the company and also functioned as the executive head of the organisation.
- Working with heads of individual companies rather than the businesses as a whole.
- Keeping the company solvent to promote expansion and innovation.
- Research and implement new initiatives to drive revenue, lower operation costs and also maintain the quality and integrity of the program. Ensuring the company remains competitive.
- Customer client acquisition and driving customer support.
- Community and ecosystem development and pipeline creation through various intervention and innovation programs.
- Promote talent acquisition and
- Preparation of annual reports and maintaining relations with the board of directors and various stakeholders and shareholders.
- Manage resources including attracting, hiring, and retention of personnel.

Skills learnt during this process:

- Managing a company
- Crisis management and conflict mediation skills
- Leadership and problem solving
- High level business awareness and acumen
- Experience in managing staff, senior staff, employees and available resources.
- Financial management and organisational (company) management

## **Youth Internet Governance Track Coordinator, United Nations Internet Governance Forum Secretariat, Geneva**

FEBRUARY 2022

To further develop the IGF Youth Strategy and continue engaging youth in IGF processes, the IGF Secretariat together with the IGF 2022 Host Country – Government of Ethiopia and all Youth IGF coordinators, is designing several capacity development activities implemented during the IGF 2022 process including at the 17th IGF in Addis Ababa. A close cooperation with a number of international youth-centric organizations is sought.

The specifically the engagement activities had the following aims:

- Develop capacity on the overall concept of digitalization: look into opportunities and policy challenges it brings to policy shapers and makers
- Establish networking among youth people from around the world
- Support cooperation among youth-focused initiatives involved or interested in Internet governance across the world

### **South Africa Youth Internet Governance NRI Outreach , South Africa Youth Internet Governance Forum , South Africa**

MAY 2022

National and regional activities are organic independent formations which discuss pertinent issues related to internet governance from the experience and perspectives of their respective regional communities. Much of the work which is done is local in context and includes organisation of multistakeholder participatory events towards the furtherment, protection, interoperability and furtherment of the UN-IGF. These act in accordance with the main principles of the global IGF however are expected to follow the principles and practices of the UN-IGF of being open and transparent, inclusive and non-commercial. They work in accordance with the bottom up consensus process of the IGF and need to have a multistakeholder participation (at least three stakeholder groups initially, and evolve toward inclusion of all stakeholder groups), in both formation of the Initiative and in any other Initiative related events.

### **Weave Connect, Public Relations and Communications Advisor, Cape Town**

MARCH 2021 – MAY 2021

Working with Weave Connect I was tasked to promote and protect the brand ethos and reputation as well as to build the organisation brand across sector. In practice this meant to create and supervise the company marketing collateral including press releases, external stakeholder communications and liaisons. The channels I selected for this company would be the company website and social media. To communicate with internal and external clients about the companies products, news and other developments. In this role, hard deliverable tasks included

- Formulating PR plans and strategies
- Enhance the company's voice and presence through online and offline channels
- Manage media relations and requests
- Write press releases, speeches and other PR copy
- Plan and supervise events, fairs, conferences etc.
- Present solutions in times of PR crisis
- Facilitate the resolution of disputes with the public or external vendors
- Lead survey initiatives and analyze public opinion

### **SIMODISA TechXit PMO Office Project Manager, Clickatell and Simodisa, Johannesburg**

JUNE 2021 – OCTOBER 2021

Simodisa is a collaborative research, stakeholder engagement and policy design effort by key stakeholders from both the public and private sector set out to amplify entrepreneurship and policy dialogues as well as on the establishment and runway of the South African Startup Act Movement. Much of the work which I completed while here includes planning projects to ensure they are completed in a timely fashion and within budget. This means being able to determine and define project scope and objectives, coordinating the task team and stakeholders

to define predict and coordinate resources needed to reach objectives and manage resources. As the project manager I have been Prepare budget based on scope of work and resource requirements. Managing contracts with vendors and suppliers by assigning tasks and communicating expected deliverables. Utilize industry best practices, techniques, and standards throughout entire project execution. Monitor progress and make adjustments as needed and measure project performance to identify areas for improvement.

### **Host Site Liasion, UConomy, Cape Town**

SEPTEMBER 2020 – FEBRUARY 2021

In this job post I was responsible for coordinating and acting as the contact point for hosting and stkaholder clients. This means also keeping a good record of human collatoral as well as maintaining programatic dialogue between the client and the stakeholder relations as well as human capital.

Practically the hard tasks and skills I have been reponsible for included hosting initial discussions with the host implementing partner to showcase the value proposition of the project and to build a successful project around the implementing partners needs. Managing relationships with line managers to ensure value add to the implementing partner. Ensuring the professional development at the facilities of the host implementing partners and working closely with line managers at worksites to empower them to provide the best on the job training and experience possible.

The hard skills learnt in this job role include:

- Aligning a Project Plan for each Host Implementing Partner Project which includes the objectives of what the Projects aim to achieve as well as ensuring that any potential gaps in the project process are addressed efficiently and effectively.
- Reporting to the Head of Department.
- Managing the relationship with the host implementing partner from the beginning to the end of the staffing process.

### **Global Partnerships Manager, Girlhype , Cape Town**

MARCH 2019 – PRESENT

In this position I was strategic to secure and launch new global partnerships and manage existing global partnerships and organise local and international programs and activities in accordance with the mission and goals of the organization. Collaborate with internal and external engagement teams and allpartner engegements. Projectmanagement for partner discovery, aquisition, activation, and sharing ROI reports and fulfillment of other partnership duties as required. A large part of this role included the writing of program funding proposals to guarantee uninterrupted delivery of services. - Managing a team with a diverse array of talents and responsibilities. Ensuring goals are met in areas including customer satisfaction, safety, quality and team member performance. Implementing and managing changes and interventions to ensure project goals are achieved. - Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services. Producing accurate and timely reporting of program status throughout its life cycle.

### **Internal Communications , Parliament of the Republic of South Africa**

SEPTEMBER 2018 – FEBRUARY 2019

### **Marketing Coordinator, Silicon Cape , Cape Town**

MARCH 2016 – MARCH 2017

In my role as the marketing coordinator at the Silicon Cape Initiative much of the work I completed was related to organisation of the board and the committee as well as to coodinate and manage the greater technology eco-system accross

South Africa and globally looking specifically towards assembling and analysing sales forecasts, marketing plans, objectives, planning and organising organisational promotional presentations (internally and externally), updating calendars, preparing and organising marketing and advertising strategies

The hard skills and tasks which I performed within this role include:

- Events Planning & Support.
- Assist with social media accounts.
- Administrative assistance to the Board of Directors.
- Administrative assistance to the Committee Chairpersons.
- Budgeting at program level

Overall helping to oversee the successful completion of projects and events and other organisational tasks as well as managing a team of management and staff members. In this process I was further able to build relationships with vendors and freelance professionals, positioning the organisation and growing the reputational brand of the organisation.

## Education

### **Master Public Relations and Communication, Cape Peninsula University Of Technology, Cape Town**

FEBRUARY 2021 – 2023

In progress, specifically looking at positioning organisational relationships within multistakeholder ecosystems.

### **Baccalaureus Technologiae Journalism, Cape Peninsula University Of Technology, Cape Town**

JANUARY 2019 – DECEMBER 2019

I acquired a Baccalaureus Technologiae Journalism degree with specific emphasis on online media and content creation as well as political reporting, business reporting, mixed media design and layout.

### **Oracle Certified Professional, Java, Application Developer Certification, Oracle University, Online**

JANUARY 2015 – DECEMBER 2015

Professional level certificate

### **Project Manager Certificate, Coursera, Online**

JANUARY 2022 – JUNE 2022

Project Manager Certificate

### **DNS Practitioners Training Certificate, ZA Domain Name System (DNS) Practitioner Training Programme, Cape Town**

JUNE 2022 – JUNE 2022

DNS Practitioner Training short course for 2022

## Volunteer Services

### **Regional Ambassador, She Plus Plus, San Francisco**

JANUARY 2016 – JANUARY 2017

She++ works to empower women to make their mark on technology. It is our belief that when everyone is equally represented in technology development, we are better able to accelerate innovation for those who need it the most. She++ was Stanford's

first conference on women in technology. Reinventing technology for the next generation og #goodgirlsgonegeek.

In this role I was responsible for organising a conference on women in technology towards empowering and enabling women in technology to better reach their potential within the technology sector.

### **Technovation Challenge Master Educator , Iridescent, San Jose**

JANUARY 2016 – PRESENT

The Techovation Challenge is a mobile app development competition for girls to enter into technology through realistic application of technology skills. The challenge is to solve a problem in their community by building a mobile application and the surrounding business for it. The program starts at middle school level and in 2022 added primary school divisions. The final prize is \$20000 to start their business.

### **Internet Society IGF Youth Ambassadors Program 2022, Internet Society , Online - Addis Ababa**

JULY 2022 – JULY 2022

The Internet Society has an IGF Youth Ambassadors Program which takes place yearly, this 2022 the internet society membership youth ambassador isoc, internet society fellowship took place online and is specifically related to building their capacity through training and fostering a new cadre of young internet leaders who are motivated to act within their region and beyond. I was proud to join this program and as a program mentor as well coming in with my industry experience.

### **Internet Society South Africa**

MAY 2022 – PRESENT

### **ISOC Gender Standing Group**

AUGUST 2022 – PRESENT

### **ISOC Affordability Access SIG**

JANUARY 2022 – PRESENT

## **Honors and Achievements**

### **Fabulous Woman Of The Year Award, Fabulous Girls Foundation**

SEPTEMBER 2019

### **Inspiring 50 Nominee, Cocreate SA**

JUNE 2021

### **SA Blog Awards, Best Science and Technology Blog**

OCTOBER 2017

### **She Leads Africa , Cape Town Conference Ambassador**

MARCH 2017

### **Cape Chamber of Commerce, Youth Startup Competition Winner**

APRIL 2019

### **African Womens Innovation and Entrepreneurship Forum, Academy of Women Entrepreneurs**

NOVEMBER 2020

## References

**Anja Gengo from UN-IGF**

anja.gengo@un.org | +41766114372

**Wisdom Donkor from National Information Technology Agency, Ghana**

wisdom.dk@gmail.com | +233208128851