
Date: 01 April 2026

To: Mr. Siphesihle Sikhakhane
Chief Operating Officer (COO)
HRM Careers Academy (Pty) Ltd

SUBJECT: APPOINTMENT AS CHIEF OPERATING OFFICER (COO)

Dear Siphesihle,

It is with great pleasure and confidence in your leadership that I formally confirm your appointment as the **Chief Operating Officer (COO)** of HRM Careers Academy (Pty) Ltd, effective from **01 April 2026**.

As we move toward our Vision 2030, your role will be instrumental in overseeing the daily administrative and operational functions of the Academy. Your focus will remain on ensuring our mobile-first digital education remains inclusive, outcomes-based, and accessible to underserved learners across South Africa and the global market.

Your core responsibilities as COO include:

- **Operational Excellence:** Overseeing the delivery of our WhatsApp-based learning modules, including TEFL, remote work, and digital skills training.
- **Strategic Growth:** Partnering with the Founder to scale our impact across Africa and international freelance networks.
- **Compliance & Standards:** Maintaining our high standards of ethical compliance aligned with national and international training requirements.
- **Partnership Management:** Facilitating collaborations with NGOs, community organizations, and global development agencies.

We are excited to have you at the helm of our operations as we empower the next generation of digital entrepreneurs and remote professionals. Welcome officially to the leadership team.

Sincerely,

Nqobile Charmaine Dube
Founder & Director
HRM Careers Academy (Pty) Ltd