

CURRICULUM VITAE

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PERSONAL INFORMATION

Surname: Mekwa

First names: Hilda Harriet Seapei

Identity number:

Title: Advocate

Gender: Female

Nationality: South African

Marital Status: Single

Fully bilingual/multilingual: Multilingual

Driver's License:

Physical Address:

0181

E-mail Address:

Cell phone Number:

ACADEMIC HISTORY

Qualification: LLB
Institution: University of the North
Modules: Human Right Law, Public International Law, Advanced Family Law, Advanced Criminal Law, Comparative Law, Private International Law, Mercantile Law, Advanced Constitutional Law, Labour Law, Legal Study and Ethics, Practical Legal Course.
Year: 1997-1999

Qualification: B Iuris
Institution: University of the North
Modules: Criminal Law, Customary Law, Law of Evidence, Criminal Procedure, Private Law 1
2 and 3 Procedure, Law of Contract, Introduction to Law, English, Roman Law, Practical Afrikaans and Interpretation of Statutes.
Year: 1993-1996

OTHER COURSES

Institution: DOJ&CD JUSTICE COLLEGE
Certificate: Project Management Master Class
Year: 2022
Institution: DIRCO -SA
Certificate: International Women's Capacity Building Programme on Conflict Resolution, Mediation and Negotiation

Year:	2020
Institution:	University of Pretoria
Certificate:	An Update on Applied Constitutional and Statutory Interpretation under a Supreme Constitution
Year:	2018
Institution:	School of Europe Belgium
Certificate:	Regulatory Impact Assessment
Year:	2008
Institution:	University of Pretoria
Certificate:	Public Finance Management
Year:	2007
Institution:	University of Indiana – USA
Certificate:	Internship Programme in Legislative Drafting
Year:	2003
Institution:	University of Pretoria
Certificate:	Advanced Legislative Drafting Course
Year:	2003
Institution:	Polokwane Law School
Certificate:	Practical Legal Training (Law School)
Year:	July 1998 – December 1998

SKILLS

- Strategic leadership
- Good communication skills, both verbal and written

- Excellent legal research
 - Analytical thinking and problem-solving skills
 - Project Management: Master Class
 - Good understanding of financial administration such as cash flow and cash budget
 - Top Security Clearance
 - Conflict resolution, mediation and negotiation
 - DOJ&CD Women's Champion
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WORK EXPERIENCE IN YEARS

Specialist State Law Adviser – DOJ&CD- LP 10: 14 years

Acting Head: Office of the Director-General-DOJ&CD 1 year

**Director Legal Researcher and Secretariat: Office of the Chief Litigation Officer
1 year**

Director Leader of Government Business (Cabinet Office):1 year

Senior State Law Adviser: 2 years

Legal Administrative Officer: 4 years

Candidate Attorney: One year

HIGHLIGHTS IN MY CAREER:

1. Member of the NHI WARROOM at the Presidency (2020 to date)
2. Acting Head in the Office of the Director-General –DOJ&CD April; 2021- May 2022
3. Leading the delegation and negotiating the ARMANI FORCE EXERCISE at the AU-Ethiopia
4. Drafting and negotiating international agreement between the Republic of South Africa and the Government of Cuba
5. Leading and training legal Officers on Parliamentary process and legislative drafting in South Sudan
6. Drafted the Legislative Process Map utilised by Government to date.

WORK EXPERIENCE DETAILS

Organisation	Department of Justice and Constitutional Development
Position	Specialist State Law Adviser – LP 10
Division	Office of the Chief State Law Adviser
Responsibilities	<ul style="list-style-type: none"> • Responsible for the management functions of the unit • To supervise, guide, mentor and monitor the senior State Law Advisers • Scrutinise, conduct research, draft and certify bills and subordinate legislation • Research and draft legal opinion • Scrutinises, researches, draft and certifies by-laws • Attends Portfolio Committee meetings • Advises and draft amendments for Parliamentary Committees • Scrutinises, researches, draft and certifies international agreements and also negotiate the instruments on behalf of Government • Represented Government in mediation and negotiation in Cuba, AU and Gender Justice in South Africa • Investigate any request and provide legal advice to the entire Government Departments and Parliament • Represent the Department in other fora's and designs mechanisms for better interface among all role players • Attend EXCO meeting on behalf of the branch and a member of EXCO HRM Subcommittee • Member of the War room on NHI in the Presidency • I am also in possession of a Top Security Clearance certificate which will expire on 30 September 2023
Organisation	Department of Justice and Constitutional Development
Position	Director: legal Researcher and Secretariat
Division	Office of the Chief Litigation Officer

Responsibilities	<ul style="list-style-type: none"> • To provide strategic leadership to the Directorate: Legal Research and Secretariats • To render legal service to the Office of the Chief Litigation Officer • To draft policies for the Office of the Chief Litigation Officer • To manage the Operations Management Directorate in the OCLO • To design mechanisms for better interface among all role players
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Organisation	Department of Justice and Constitutional Development
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Organisation	The Presidency
Position	Director: Leader of Government Business
Division / Unit	Cabinet Office
Responsibilities	<ul style="list-style-type: none"> • Provide Strategic leadership to the Directorate • Reviewing of legislation/bills before introduction to Cabinet • Designing system and analysing workflow processes to promote the effective and efficient management of Legislation • Conduct research in Government's Department legal unit on matters related to the management and evaluation of bills and alignment with priorities of Government • Analyse draft bills and linkages with the Regulatory Impact Assessment and Government priorities • Design mechanisms for better interface among all role-players in the implementation of the legislative programme and the Regulatory Impact Assessments • Piloting of the Regulatory Impact Assessments in South Africa • Drafted the Legislative Process Map utilised in Government to date.

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Organisation	National Department of Justice and Constitutional Development
Position	Senior State Law Adviser
Division / Unit	Constitutional Development: Branch
Responsibilities	<ul style="list-style-type: none"> • Administer the Constitution of the Republic of South Africa • Administer Constitutionally mandated legislation assigned to the Minister for Justice and Constitutional Development • Administer legislation which has a bearing on relevant Chapter 9 institutions • Investigate, evaluate, prepare and promote amending primary legislation which has a bearing on the Constitution • Investigate, evaluate, prepare and promote new and amending primary legislation which has a bearing on constitutionally mandated legislation assigned to the Minister of Justice and Constitutional Development • Assist and advice the Parliament Committees in the promotion of the legislation • Update annotated version and translations of the Constitution • Provide support to the Constitution Review Committee and other Committee of Parliament on legislative matters • Develop Constitutional amendments • Provide guidance regarding the implementation of Constitutionally mandated legislation assigned to the Minister of Justice and Constitutional Development

Organisation	National Department of Social Development
Position	Legal Administrative Officer
Division / Unit	Legal Services
Responsibilities	<ul style="list-style-type: none"> • Assist in the application and interpretation of labour – related other application legislation • Liaise with external stakeholders such as the office of the State Attorney, Office of the Chief State Law Adviser, Legal Counsels and other private and private institutions

	<ul style="list-style-type: none"> • Provide continuous legal advice and/or opinions to the Department and the Minister • Draft, vet, amend and advise on the legal documents, such as contracts, international agreements and tender documents, memorandum • Draft submissions and Cabinet memorandum • Represent the Department on the technical committee and meetings by providing legal inputs • Provide general assistance and guidance on legal related matters • Prepared and drafted the proclamation that promulgated the South Africa Social Security Agency Act • Attend to Civil and Criminal litigation for or against the Department • Tasked with the drafting of Social Security Agency Act 2004 Regulations, this entailed meeting with all the relevant stakeholders conducting public hearing in all the province
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Organisation	National Department of Housing
Position	Legal Admin Officer
Division / Unit	Framework Legislation
Responsibilities	<ul style="list-style-type: none"> • Drafting legislation for the Department in the directorate framework legislation • Provide legal advice and assist with the drafting of amendments to the Committee during the Parliamentary process • Research and assist stakeholders on development and profound changes on the constitutional and legal order within drafting and interpretation of legislation • Advise the department on the legislative process in Parliament, with regards to legal compliance and adherence to time frame on submission and introduction of Bills to Parliament • Provide legal advice and assist with the drafting of amendments, to the Committee during the Parliament process • Research and assist Parliamentary Committee, the Department and other relevant stakeholders on the development and profound changes on the constitutional and legal order within drafting and interpretation of

	legislation
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Organisation	National Department of Health
Position	Legal Administrative Officer
Division / Unit	Legal Services
Responsibilities	<ul style="list-style-type: none"> • Provide continuous legal advice and or opinions to the Department and the Minister • Draft, vet, amend and advise on legal documents, such as contracts, international agreements and tender documents, memorandums of understanding

Organisation	Pretoria State Attorney
Position	Candidate Attorney
Division / Unit	State Attorney's Office
Responsibilities	<ul style="list-style-type: none"> • Consult with clients who are Government Departments, instruct and consult with Counsel and attend to all litigation at hand • Civil litigation instituted by and against the Government or its officials • Represent Government and its officials in Magistrates and high Court • Provide oral and written legal advice and opinions to national and provincial government and state officials on matters relating to the functions of the national and provincial government and all legal issues arising

REFERENCES

Adv. A Johaar
Deputy Chief State Law Adviser
Office of the Chief State Law Adviser
DC 1200
Tel: 011 412 1111
Mobile: 082 909 1111

Mr. S Ramasala

Legislation Specialist
Department of Agriculture and Forestry
Mobile:

Ms P Maloka
Mobile: