

# **'RESUME'**

## **ADV Mothusi Lucas Tsineng**

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**Email:** lucas@advtsineng.co.za

**Location:** Gauteng (South Africa)

**Nationality:** South African

**Date of Birth:** 15/05/1985

**EE/AA:** African Male

**Driver's License:** 123456789

**Marital Status:** Married

**Personal Interests:** Reading, writing, playing sports – soccer and softball

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### **Educational Details**

**Certificate:** Matriculation Certificate – 1995

**Institution:** PH Mookeletsi Agricultural High School

**LLB (Baccalaureus Legum) - 2007**

**Institution:** North West University Mafikeng Campus

**Masters:** Public & Development Management in Monitoring  
and Evaluation

**Institution:** Wits University Business School (Not Completed)

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### **CERTIFICATES**

**Certificate:** Report writing skills – 2009

**Institution:** Renesys

**Certificate:** Managing business activities – 1999

**Institution:** Former Potchefstroom University

**Certificate:** Legislative Drafting – 2011

**Institution:** University of London

**Certificate:** Protocol and Etiquette – 2012

**Institution:** Gauteng Provincial Legislature – Work  
Development program

**Certificate:** Admission as an Advocate of the High Court  
of South Africa - 2011

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## CAREER SUMMARY

COMPANY	POSITION	DURATION
Gauteng Department of Edu	Director QLTC	Jan 2022- to Date
Northwest Tourism Board	Acting CEO (Secondment)	March 2020- Dec 2021
Gauteng Department of Edu	Director office of the MEC	Nov 2019- Feb 2020
Gauteng Prov Legislature	Principal Procedural Advisor	Sep 2012 to 2018
Gauteng Prov Legislature	Procedural Advisor	Oct 2009 to Aug 2012
SM Mooketsi Attorneys	Candidate Attorney	Oct 2007 to Sept 2008
NW Office of the Premier	Legal Intern	Oct 2006 to Aug 2007
NW Housing Corporation	Legal Admin	Oct 2005 to Sep 2006
Parliamentary Constituency Office	Clerk	June 1998 to Dec 2002

## OTHER EXPERIENCE

COMPANY/ENTITY	POSITION	DURATION
Dept of Energy (NRWDI)	Non-Executive Director	Feb 2017 to Feb 2020
DEDECT (NW)	Board Mem and Chair of HR Committee	Dec 2019 - Dec 2021

## SKILLS

- Communication, Strategic Thinking, Analytical Skill, Management, Decision making, Organizational Skills, Project Management, Marketing Skills, Budgeting Skills, Computer Skills, Research and writing legal opinions.

## EMPLOYMENT

**Current Employment: Gauteng Department of Education**  
**Occupation: Director in the office of ADDG School Support**

**EMPLOYER: Gauteng Department of education**

**Occupation: Director Office of the MEC**

**Duration : Nov 2019- Feb 2020**

**Duties :**

- . To provide technical legal support to the MEC on matters relating to GDE
- . To handle and provide legal advice on matters from GDE Stakeholders
- . To Manage legal matters from public participation engagements
- . To give legal support to admissions Appeals process.
- . To Manage and quality assure questions and responses to the Legislature.
- . To implement risk management policy of the Institution.

**Employer: DEDECT Northwest Provincial Government**

**Occupation: Acting Chief Executive Officer (CEO) (Northwest Tourism Board)**

**Duration: 1<sup>st</sup> March 2020 – 21 Dec 2021**

**Duties :**

- To Strategically manage the board and prepare reports to Board of directors, Northwest provincial Legislature and Auditor General of South Africa
- To develop, implement and review the strategic plan and policies of the board
- To provide hospitality training and skills development through the hotel schools and broader tourism sector training and coordination.
- To manage all existing tourism facilities in the province and Market them.
- To take the lead in moulding the Executive team and the rest of the staff into a cohesive team that operates within a culture of creativity and innovation.

**Employer :** Gauteng Provincial Legislature

**Occupation:** Principal Procedural Advisor: Special operations & Research

**Duration:** 01<sup>st</sup> September 2012 to October 2019

**Duties: Table Duty**

- To assist in the preparation of House Publications
- Prepare briefing notes and rapidly find precedents in response to urgent requests on procedural points
- Advise the Presiding Officer regarding procedural matters prior to and whilst the House is in sitting
- Deal with amendments brought to the table by members
- Advise the presiding officer regarding procedural matters prior to and whilst the house is in sitting
- Deal with amendments brought to the table by members
- Advise the Presiding Officer if individuals are out of order
- Collate rulings made by Presiding Officers and prepare a Precedents Book

**Support to the Office of the Integrity Commissioner [IC]**

- Provide administrative and logistical support to the Office of IC in its implementation of the Code of Conduct and the management of the Register of Members' Interests
- Co-ordination of the EC's diary and liaison with members on behalf of IC
- Assist IC's office with the preparations & conducting of workshops for members
- Assist IC's office with research on the subject of Privileges & Ethics
- Assist the IC's office with identifying gaps in the Code of Conduct for purposes of amendments to the code

**Procedural Services to Rules & Privileges Committees**

- Serve in an advisory capacity to the Rules and Privileges Committees
- Attend meetings of the above-mentioned committees on an ongoing basis
- Prepare briefing documents for the Committees as and when tasked to do so by the Chairperson
- Provide Procedural advice to the Chairpersons and the committees during meetings

- Research problem areas and prepare proposals in relation to matters within the jurisdiction of these Committees. This should be done in consultation with the Research Unit.
- Monitor and identify in the Standing Rules & the Code of Conduct areas needing amendment in preparation for the medium and long-term review of the Standing Rules
- Scrutinize and proposed rules and amendments to rules and ensure that it is in accordance with the Constitution and other legislation

### **Parliamentary Research**

- Identification of Procedural needs for purposes of research
- Design the research mandate or Terms of reference
- Undertake Procedural research at the request of the Speaker, Secretary & Director Parliamentary Operations in consultation with House Proceedings Manager.

### **Other Duties:**

- Assist in the general Management of the Unit
- Assist in the preparation of the annual budget, reports & operational plan for the Unit

### **Employment History**

**Employer:** Gauteng Provincial Legislature

**Occupation:** Procedural Advisor: Legislation and Reports

**Duration:** 01<sup>st</sup> October 2009 to August 2012

#### **Duties:**

- Receive, Scrutinize and refer reports on behalf of the Speaker to committees
- Do a tracking document of submitted reports
- Advise the Speaker on non-compliance by the executive
- Participate in table duty and provide procedural advice to the Presiding officer
- Draft minutes of the proceedings
- Provide support to Standing committees and Portfolio committees

**Employer:** S.M. Mooketsi Attorneys

**Occupation:** Candidate Attorney

**Duration:** 01<sup>st</sup> Oct 2008 to 30 September 2009

#### **Duties:**

- Consultation with clients and attending Court for litigations
- Briefing Advocates and Service of legal documents
- Drafting Legal documents, e.g. pleadings

**Employer:** Office of the Premier (North West Province)

**Occupation:** Legal Intern

**Duration:** 01 September 2007 – September 2008

**Duties:**

- My duties included review and drafting of Legislation
- Together with the Director, I liaise with the state attorney and client Departments and other legal advisors.
- To review and draft contracts and legal opinions.
- I also co-investigate and preside over cases of misconduct and/or disciplinary enquiries on behalf of the employer. In this regard I acquired sound understanding and knowledge of labour law.

**Employer:** North West Housing Corporation

**Occupation:** Legal Administrator

**Duration:** October 2006 – August 2007

**Duties:**

- Research and advice Chief Executive Officer on legal matters affecting the Corporation.
- I also advised the Human Resource manager on all labour relations issues

**Employer:** Parliamentary Constituency Office (Taung)

**Occupation:** Office Admin

**Duration:** June 1998 – December 2002

**Duties:**

- Planning and co-ordination of Office Issues
- Liaise with parliamentarians deployed in the area
- Provide strategic support to manager

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**LANGUAGES**

- Sotho – Read, write, speak
- Afrikaans – Read, write, speak
- English – Read, write, speak

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**REFERENCES**

1. Mr Rufus Mmutlana  
DDG Corporate Support Services
2. Mr M Senqhi  
Chief Director Corporate Services
3. Mr T Makamba  
Executive Director: Core Business