

## CURRICULUM VITAE OF RICHARD KHOZA

### 1 PERSONAL DETAILS

Date of Birth:

ID Number:

Gender: Male

Nationality: South African

Driver's License:

Postal Address:

Contact Number

Email:

### 2 RESEARCH PROJECTS AND ACADEMIC ACHIEVEMENTS

- Appointed Professor: University of South Africa for the upcoming July 2023 **National Association of African American Studies and Affiliates Conference** hosted by the University of South Africa and my proposed paper, *"The Effect of Global Capitalism and Imperialism: The Case of South Africa's Position in the Russia- Ukraine War"*.
- Appointed the Research Assistant for the period January to August 2008 by the UK's Interspace Research Institute to collected data on the *British Council's operations and customer satisfaction in its Africa- Asia embassies.*

### 3 ACADEMIC QUALIFICATIONS, PROFESSIONAL ENHANCEMENT AND CONTINUOUS LEARNING

#### 3.1 Secondary Education

1986, National Senior Certificate, Magwagwaza High School

#### 3.2. Tertiary Education

##### 3.2.1 Postgraduate Degree

2009, Master of Business Administration (MBA), University of Lancaster (United Kingdom)

##### 3.3.2 Undergraduate Degrees

- 2006, Bachelor of Commerce in Informatics, University of South Africa (UNISA).
- 1998, Bachelor of Arts in Education, UNISA
- 1992, Higher Diploma in Education, Giyani College in Association with Wits University

### **3.3.3 Professional Enhancement**

2021. Public Service SMS (Senior Management System) Pre-Entry Programme

### **3.3.4 Continuous Learning and Current Studies**

Final (4<sup>th</sup>) Year Student. LLB, UNISA

## **4 WORK EXPERIENCE**

### **4.1 Mpethasi Properties (Pty) Ltd, January 2020 to Date**

**Position: Director**

#### **Achievements**

- Established the performance and operations systems of the company
- Marketed and responsible for the company's client relationship management
- Established the terms of reference with regard to client relations, maintenance and customer services and satisfaction
- Ensured the integration or disintegration of the company the services to suit customer needs / customization in line with the company's belief and abilities to adapt: *'A Business is About the New Idea'*
- Managed the accounts and recapitalization of the company assets

### **4.2 Bushbuckridge Local Municipality, July 2014- November (2019) (Contract)**

**Position: Director Corporate Services**

#### **Achievements:**

- Provided strategic human resources management, internet and communications technology, legal services, communication, records management, auxiliary services including fleet management and council affairs
- Managed the performance, operational and capital budget of the Corporate Services directorate
- Managed the directorate's SDBIP and performance of the employees
- Managed the directorate's operational and strategic risks registers, update and compile quarterly reports

- Managed the organizational development, institutional transformation and job evaluation of the municipality
- Managed the establishment of the ICT and Communications units within the directorate
- Implemented the directorate's Audit Action Plan to eliminate governance, human resources and ICT governance related audit findings
- Enhanced the records management services in the municipality through the implementation of the File Plan and recommendations of the Provincial Archivist
- Managed the functionality of the municipal governance structures (council, ICT Steering Committee, Training and Development Committee, Occupational Health and Safety Committee, and the Local Labour Forum)
- Coordinated the implementation of the National Treasury Financial Recovery Plan when the municipality was under administration in 2013- 2015
- Managed the absorption of the then 2009 former Department of Water Affairs and Forestry employees and the Rand Water employees in July 2019
- Capacitated the performance of the Legal Services and ICT sub directorates
- Capacitated the Technical and Financial Services directorates
- Participated in the municipal Bids Adjudication, Audit, Risk Management, PMS, Budget Steering, ICT Steering, Training and Development Committees, and Chaired the Municipal Recruitment and Selection Committee for the Municipal Systems Act Section 67 Employees
- Participated in the SALGA Mpumalanga Governance Working Group and SALGA Mpumalanga HR Forum.

#### **4.3 Bushbuckridge Local Municipality, January 2014- June 2014**

**Position: Acting Director Corporate Services**

##### **Achievements:**

- Participated in the implementation of the Bushbuckridge Local Government Financial Recovery Plan in support of the Administrator

- Facilitated the filling of all vacant senior managers (section 56 and 57) positions

#### **4.4 Bushbuckridge Local Municipality, April 2011- June 2014**

**Position: Manager Supply Chain Management**

**Achievements:**

- Developed an SCM Strategy for the acquisition of goods and Services in a transparent, fair and equitable manner
- Managed the effective and efficient implementation of the Preferential Procurement Policy Framework Act (PPPFA)

#### **4.5 Bushbuckridge Local Municipality, January 2011- March 2011**

**Position: Acting Manager Supply Chain Management: Budget and Treasury Office**

**Achievement(s):**

- Realigned the processes for the management of the procurement of goods and services

#### **4.6 Bushbuckridge Local Municipality, July 2007- March 2011**

**Position: Labour Relations Officer: Corporate Services**

**Achievement:**

- Established the Labour Relations Office of the municipality

#### **4.7 Department of Public Works, Roads & Transport, May 2005- June 2007**

**Position: Cost Center Manager: Roads and Bridges Maintenance & Projects**

**Achievement**

- Established the Kildare Cost Center for the Bohlabela District's Projects Management Center's Roads & Bridges Directorate
- Managed the performance of the Cost Center with the department's Performance Management and Development System (PMDS)
- Successfully implemented the first phase of the Public Works, Roads & Transport's *Siyatentela Expanded Public Works Programme (EPWP)*

#### **4.8 Department of Public Works, March 2003 – April 2004**

**Position: Project Center Administrative Officer: Roads and Bridges Maintenance & Projects**

**Achievements:**

- Established the Project Center project management and administrative support office
- Provided strategic support to both the Deputy and senior Project Managers on Roads and Bridges Maintenance
- Appointed the PMDS Champion for the Roads and Bridges directorate
- Member of the Public Works Finance and Administration Strategic Group

**4.9 Department of Education, January 1993- February 2003**

**Position: Educator: Masingitana High School**

**Achievements:**

- Taught and leader of the Geography Teaching Team
- Head Coach for the Schools Soccer and Athletics Clubs
- Secretary of the School governing Body and facilitated the community participation in the construction of four classrooms and perimeter fence
- Founding member and Chairperson of the Cottondale Schools Sports and Recreation Association

**5 REFERENCES**

5.1 Mr David Letsoalo, University of South Africa

**Relationship:** National Association of African American Studies Local Contact

**Contacts:** [REDACTED] **Email:** [REDACTED]

5.2 Dr Lemuel Berry, Jr, Ph.D., National Association of African American Studies

**Relationship:** Executive Director

**Contacts:** +1 [REDACTED] **Email:** [REDACTED]

5.3 Mr Dimakatso Andries Mnisi, Bushbuckridge Local Municipality

**Relationship:** Former Supervisor (Acting Municipal Manager and Director Corporate Services)

**Contacts:** [REDACTED] **Email:** [REDACTED]