



MUVHANGO ANTOINETTE LUKHAIMANE

PENSION FUNDS ADJUDICATOR



082 300 1000

ABOUT ME

A highly accomplished Adjudicator with solid experience and expertise in investigations, complaints resolution, strategic management, policy development and implementation, enterprise leadership and people leadership.

Acting Judge - Gauteng High Court, Pretoria Division from 2017 every year

LANGUAGES

TSHIVENDA

ENGLISH

SEPEDI

AFRIKAANS

DRIVING LICENSE

Driving license category

PERSONAL DETAILS

Date of birth

Nationality
South African

Marital status
Single

WORK EXPERIENCE

Jul 2013 - Present

ADJUDICATOR

Position Held – Pension Funds Adjudicator
SCOPE OF DUTIES
• Perform the duties of the Pension Funds Adjudicator as per the Pension Funds Act, 1956
• Prepare, lead and execute the Strategic Plan of the OPFA
• Promote measures and set standards to ensure the effective and efficient performance and implementation of the OPFA Strategic Plan
• Evaluate and monitor the implementation of all policies
• Report to the FSB Board and its Committees on the day to day business of the OPFA
• Manage the budget allocation and assets of the OPFA in line with the PFMA

Jun 2012 - Jun 2013

Deputy Pension Funds Adjudicator

Position Held – Deputy Pension Funds Adjudicator
SCOPE OF DUTIES Same as per Pension Funds Adjudicator above

Pretoria
Jun 2011 - May 2012

Chairperson, Intelligence Services Council

Position Held – Chairperson, Intelligence Services Council
SCOPE OF DUTIES
• Prepare, lead and execute the Strategic Plan of the Council
• Advise and make recommendations to the Minister on the development of policies on human resources and conditions of service
• Advise and make recommendations to the Directors-General on alignment and compliance of all human resources and conditions of service related policies/directives with the Regulations and applicable laws
• Review the salaries and benefits of employees and make recommendations to the Minister
• Promote measures and set standards to ensure the effective and efficient performance and implementation of policies on human resources
• Evaluate and monitor the implementation of policies
• Report to the Joint Standing Committee on Intelligence and the Minister on the Strategic Plan of the Council, output and any other request from the Committee
• Manage the budget allocation and human resources and assets of the Council in line with the PFMA

Musanda
Jun 2007 - May 2011

General Manager – Human Resources

Position Held – General Manager – Human Resources
SCOPE OF DUTIES
• Implement and manage business objectives relevant to Chief Directorate Human Resources (CDHR)
• Ensure the development of and regular review of HR policies, processes and systems and the approval thereof
• Ensure the effective implementation of HR policies, processes and systems, oversee and monitor compliance thereto in the Agency
• Manage and oversee the functional activities of all directorates within CDHR which include:
• Organisational analyses and development

- HR development (career and performance management, training and development, assessment centre)
 - HR administration (services benefits) and remuneration practices
 - HR planning and staffing (recruitment, selection and placement; HR planning and staffing)
 - Employee assistances programmes
 - Organisational conduct (employment relations)
 - o Facilitate and develop business plans for CDHR in alignment to the strategic plan of the Agency
 - o Facilitate the development, implementation and monitoring of an HR strategy in the Agency
- Management the following resources -people, financial, assets within chief directorate human resources in line with the PFMA
- Contribute to the vision and strategic planning
 - Handle client liaison, ensure client service and service delivery on a strategic level

Musanda
Apr 2005 - May 2007

General Manager – Research (Conditions of

Position Held – General Manager – Research (Conditions of Service) SCOPE OF DUTIES

- Advise the Minister on matters related to human resources and Conditions of Service including complaints from members
- Advise and make recommendations to the Directors-General in the Intelligence Services on alignment and compliance of all human resources and conditions of service related policies/directives with the Regulations and applicable laws
- Advise the Intelligence Services Council's Executive Management on new policy development trends and practices on Conditions of Service, both nationally and internationally
- Ensure that human resources policies within the Intelligence Services comply with best practice
- Review the salaries and benefits of employees within the Services annually
- Advise the Intelligence Services Council Executive Management on the development, review, monitoring and evaluation of the Services policy priorities, strategies and objectives
- Prepare and make presentations to the Joint Standing Committee on Intelligence on the Strategic Plan of the Council, output and any other request from the Committee
- Manage research practices (Project Management)
- Review the Strategic and Business plans of the Intelligence Services to ensure alignment
- Participate in the strategic planning process of the Intelligence Services Council and ensure that the strategic plan is implemented
- Forge strategic partnership with the Services and other relevant stakeholders (GEPF, PSC, DPSA, GEMS etc) on research initiatives and other Intelligence Services Council initiatives
- Undertake human resources planning and implementation of human resources plans within the Research Unit
- Compile and manage the annual budget of the Intelligence Services Council (R15 million)
- Ensure efficient and effective use of resources (Human and Financial within the Intelligence Services)
- Conduct and supervise annual compliance audits

Sandton
Jul 2003 - Mar 2005

Principal Officer

Position Held – Principal Officer SCOPE OF DUTIES

- Fulfill all the statutory duties required of a Principal Officer in terms of the Pension Funds Act
- Chair the Committee responsible for the distribution of death benefits in terms of section 37C of the Pension Funds Act
- Member of Executive Management of Fund Administration
- Implement and maintain a competitive incentive bonus scheme
- Make recommendations to the Board of Trustees on conditions of service
- Convert the fund's employees to service benefits suitable to financial services
- Liaise with pensioner and union representative trustees to ensure implementation of Board decisions
- Report to the Chairman of the Board on the management of personnel and resources
- Draft and/or scrutinize all service level agreements

between the Fund and its service providers ✕ Consult with the fund's service providers ✕ Liaise with the employer (Eskom's Board) on the management of the fund ✕ Attend to all legal correspondences between the Fund and other stakeholders ✕ Keep the Board of Trustees and the Fund abreast of all changes within the pension fund environment and its implications on the Fund and its members ✕ Ensure that the Fund Rules are in line with the Pension Funds Act and all other relevant legislation ✕ Ensure that Fund departments implement the Rules of the Fund in a uniform and correct manner ✕ Provide the Board of Trustees with legal opinions and support on governance ✕ Provide the Actuary with Valuation data in the correct format ✕ Supervise the completion of the annual valuation of the Fund and the Annual Report ✕ Ensure ongoing communication with fund members and pensioners ✕ Ensure that the Fund complies with tax legislation

- ✕ Represent the Fund on industry bodies ✕ Attend to the Pension Funds Adjudicator, SARS and FSB enquiries and requirements ✕ Manage the personnel and resources allocated to the Unit

San Carlos
Jul 2002 - Jun 2003

● **Legal Consultant, Sales Development and Accreditation**

Position Held: Legal Consultant, Sales Development and Accreditation **SCOPE OF DUTIES** ✕ Conduct training workshops for the Healthcare School, the Fundamentals of Financial Planning School and the Corporate Financial Planning School for intermediaries and managers (Agency and Franchise) ✕ Provide advice and support to consultants on salary structuring especially for senior management to take advantage of tax provisions ✕ Provide advice and feedback on the employment conditions of intermediaries ✕ Conduct training workshops for intermediaries enrolled for the Postgraduate Diploma in Financial Planning (CFP) ✕ Run legislative update workshops and industry trends update workshops ✕ Conduct training workshops for newly appointed intermediaries on products and the legislative environment ✕ Provide legal support for intermediaries and managers ✕ Resolve legal complaints and enquiries for both individual life and corporate benefits ✕ Conduct ongoing compliance audits of intermediaries and managers ✕ Provide material for the in-house Legal and Technical website ✕ Participate in the initiation and improvement of products (medical scheme, group scheme, individual health and life policies) ✕ Develop additional training materials to address any identified training need ✕ Provide the required support in dispute resolution processes between managers and intermediaries / clients ✕ Monitor the accreditation levels and needs of intermediaries and managers ✕ Provide individual coaching to team members, managers and intermediaries

May 2001 - Jun 2002

● **Legal Advisor - Law Service**

Position Held: Legal Advisor - Law Service (May 2001 – June 2002)

SCOPE OF DUTIES ✕ Ensure that pension fund rules, group scheme conditions are legally correct ✕ Product development (focus on products affected by the Pension Funds Act, Income Tax Act, Insurance law, Law of Contract) ✕ Provide legal information and its implications to the business (e.g. on new legislation, court cases, adjudicator determinations and directives)

- ✕ Prepare materials for publication in Legal Focus - the monthly Legal Services publication and Insight - the quarterly Marketing publication for trustees ✕ Assist with implementation and compliance with regard to new legislation and amendments to legislation ✕ Respond to queries from Consultants and other departments ✕ Respond to complaints reported to the Pension

Funds Adjudicator ✕ Liaise with legal counsel on matters pending before the High Court ✕ Develop material for use by trustees and members of retirement funds and medical aid schemes ✕ Maintenance of the Consulting Services intranet site ✕ Secretariat for the Consulting Board ✕ Project manage all the activities of the Consulting Board

Feb 2000 - Apr 2001

● **HEAD OFFICE**

Feb 2000 - Apr 2001

● **Research Consultant, Consulting Services**

SCOPE OF DUTIES ✕ Carry out the research that is aimed at equipping consultants with the latest information and skills to enable them to provide cutting edge services in the retirement fund industry ✕ Develop material for use by trustees and members of retirement funds ✕ Make sure that new developments with regard to product offerings are in line with applicable laws, best employment practices and the Constitution ✕ Assist with the process of making funds administered by Sanlam more equitable and fair as far as legislation and member expectations are concerned ✕ Provide advice and support on the setting up of top hat funds as a retention strategy for senior managers within companies ✕ Maintenance of the Consulting Services intranet site ✕ Secretariat for the Consulting Board ✕ Prepare agendas and correspondence for the monthly Regional Development Days ✕ Project manage all the activities of the Consulting Board ✕ Prepare presentations for Consultants on employee benefit trends and opportunities

EDUCATION

**MBILWI SENIOR
SECONDARY
SCHOOL**
1987



**UNIVERSITY OF
VENDA**
1992



B IURIS

**UNIVERSITY OF
PRETORIA**
1994



Research assistant

**UNIVERSITY OF
SOUTH AFRICA**
1997



LLM in Constitutional (Labour Law)

**BUCKINGHAMSHIRE
CHILTERN
UNIVERSITY
COLLEGE**
2000



Postgraduate Diploma in Management Studies

**UNIVERSITY OF
FREE STATE**
2002



Postgraduate Diploma in Financial Planning (CFP)

**UNIVERSITY OF
CAPE TOWN**
2003



Certificate in Compliance Management

FRANKACADEMY
2008



Certificate in

**WITS BUSINESS
SCHOOL**
2013



Master of Business Administration

UCT GRADUATE
SCHOOL OF
BUSINESS
2016

UNIVERSITY OF
VENDA
1992

● Executive Education - Women in leadership



SKILLS

STRATEGIC PARTNERSHIP

MEDIATION

REGIONAL DEVELOPMENT

FINANCIAL SERVICES

MANAGEMENT DEVELOPMENT
