

1. PERSONAL PARTICULARS

SURNAME : Mxenge
FULL NAME : Thandeka
IDENTY NUMBER :
LAUNGUAGES : English, isiZulu, isiXhosa, Sotho, sePedi and Sestwana
TELEPHONE NUMBER :
HOME ADDRESS :

MARITAL STATUS : Single
CITIZENSHIP : South African
DRIVER'S LICENSE :

2. EDUCATION

QUALIFICATION : Matric with exemption, 1989
INSTITUTION : Thubalethu High School, Fort Beaufort

QUALIFICATION : Bachelor of Arts (BA), 1992
INSTITUTION : University of Fort Hare, Alice
SUBJECTS : Philosophy I, II & III
Xhosa I, II & III
Psychology I&II
Practical English
African Thought and Literature I

QUALIFICATION : Bachelor of Laws (LLB), 1995

INSTITUTION : University of Natal –Durban

SUBJECTS : Alternative Dispute Resolution, Labour Law, Law of Contract, Interpretation of Statutes, Law of Delict, Constitutional Law, Administrative Law, Human Rights, Law of Succession, Law of Property, Criminal Law, Corporate Law, Specific Offenses, Jurisprudence, Law of Evidence, Latin I, Consumer Law, Roman Law A & B , Commercial Transactions A,B,C & D , Criminal Procedure, Civil Procedure, Legal Aid 1B, Professional Training B, Parent and Child, Husband and Wife, Legal History and Theory, Legal Method, Computer Literacy B, African Customary Law.

QUALIFICATION : Masters of Laws in Telecommunications (LLM) 2005, University of the Witwaterstrand (Wits)

Research topic : Does the current legal framework give the regulator enough powers to regulate and control telecommunications independently and in the public interest, given the role that the minister of communications plays in the control and regulation of the industry?

MODULES : Telecommunications Law
Broadcast Law,
Media Law,
Space Law.

3. SHORT COURSES

COURSE : Practical Legal Training
INSTITUTION : The Association of Law Societies of the RSA
DATE : 08/07/1997 – 05/02/1998

COURSE : Certificate in Legal Writing
INSTITUTION : UNIVERSITY OF CAPE TOWN
DATE : July 2001

COURSE : Understanding Regulation
INSTITUTION : WITS Centre for applied legal studies and research
DATE : 15-16 November 2001

COURSE : Compilation of a Public Sector Budget
INSTITUTION : SAP Public Services
DATE : 31 March 2002

COURSE : International Course on Strategic Management
INSTITUTION : National Institute of Public Administration (INTAN), Malaysia
DATE : 23 September – 18 October 2002

COURSE : Legislative Drafting
INSTITUTION : Governance and Institutional Division Commonwealth Fund for Technical Cooperation in Collaboration with the Office of the Chief State Law Adviser, South Africa
DATE : 2-13 June 2003

COURSE : Building Effective Audit Committee
INSTITUTION : Institute of Directors South Africa
DATE : 2011

COURSE : Insights into King III, Public Sector
INSTITUTION : Institute of Directors
DATE : 2011

COURSE : Secrets of being an effective Company Secretary
INSTITUTION : Institute of Directors South Africa
DATE : 2010

4. MEMBERSHIP IN PROFESSIONAL BODIES

4.1 Admitted Attorney of the High Court of South Africa

Date : 12 January 1999

4.2 Admitted Notary Public of the High Court of South Africa

Date : 2 September 2021

5. EMPLOYMENT HISTORY

5.1 CURRENT POSITION

EMPLOYER : Department of Women, Youth and People with Disabilities

POSITION : Deputy Director – General : Corporate Management

ASSUMED : 1 June 2012

DUTIES : Assist the Director General in leading the department by providing strategic direction to the branch through Human Resources Management; Information Technology; Communication, Legal Services; Strategic Management; Security and Facilities Management; International Relations and Stakeholder Coordination, Research and Policy Development, and Financial Management. Develop and implement a Service Delivery Model and Improvement Plan for the Department of Women. Oversee the department's development and implementation of the Strategic Plan, the Annual Performance Plan, Quarterly and Annual Report. The role has been modified over the years to and as a result in 2013 Financial Management was moved to the DG's office to give effect to the PFMA. Research, Policy, International Relations and Stakeholder Coordination were move to core in 2015, to create a balance of resources between administration and core programmes.

Ensure sound and efficient operations within the department. Liaise with the Auditor-General (AGSA) team and management to ensure that audit queries are addressed. Lead the change management process of the department, Ensure the development and implementation of Knowledge Management and Information Technology Strategy for the Department. Provide strategic internal and external communications support to the department.

Represent the department at FOSAD cluster meetings, Portfolio Committee and Select Committee meetings and other intergovernmental fora. Oversee the compilation of MTEF submission to the National Treasury. As part of the EXCO and Top Management team, provide continuous monitoring and review of departmental programmes and policies. Occasionally play the role of acting Director-General as and when required.

Acting Director-General from 7 August 2012 – 12 April 2013

Responsible for leading the development and implementation of the department's turn-around plan to address recurring corporate governance challenges in the department and refocus the department. Ensuring stabilisation of the department through fast-tracking of filling critical posts and sourcing additional funding for the establishment. Improving organisational performance and rebuilding relations with critical stakeholders. During this period, the department improved its audit outcome, managed to acquire additional funding from National Treasury due to renewed confidence in its governance systems. The department also managed to strengthen stakeholder relations with the relevant partners.

5.2 PREVIOUS EMPLOYER

EMPLOYER : South African National Space Agency (SANSA)

POSITION : Board Secretariat and Legal Officer

PERIOD : 1 April 2011- 31 May 2012

DUTIES : Provide guidance to the Board and its committee on corporate governance and legal issues. Provide secretariat support services to the board by ensuring that minutes are properly recorded and filed. Attend to director or member induction and development to ensure effectiveness of the Board. Provide legal advisory services to management through drafting, negotiating and reviewing contracts, managing litigation, providing written and verbal opinion. Monitoring legal developments within the environment the SANSA operates in. Providing inputs on legislation affecting SANSA. Managing the budget of the Board and legal unit within the office of the CEO. Responsible for identifying and managing personnel needs within the unit. Responsible for developing and implementing the strategy of the unit and annual performance of the unit.

EMPLOYER : Small Enterprise Development Agency (seda)

POSITION : Senior Manager in the Office of the CEO

PERIOD : 1 July 2009-31 March 2011

DUTIES : Providing legal and secretariat support to the Board and its committees and monitoring of the implementation of Board decisions. Ensuring compliance of the Public Finance Management Act, National Small Enterprise Act, Companies Act and other related legislation.

Responsible for EXCO secretariat and ensuring that decisions of EXCO are implemented. Screening and reviewing correspondences to and from the Office of the CEO. Coordinating communication with Ministry of Trade and Industry and other external stakeholders. Reviewing and drafting presentations and speeches for the CEO. Generally advising the CEO on various matters.

Overseeing the units reporting to the CEO, Legal and corporate governance, Risk and Internal Audit, Strategy and organizational Performance, Risk Management – identify risks, developing controls and monitoring risks with the office of the CEO. Responsible for financial management, people management and strategic planning within the office of the CEO.

EMPLOYER : Statistics South Africa
POSITION : Manager: Legal Services (Legal Advisor)
PERIOD : 1 November 2004 – 30 June 2009
DUTIES : Providing general legal advisory service to the department, which includes the following:

- Managing litigation for the department by assessing whether certain matters are worth litigating on and ensuring that matters are referred to state attorneys on time and that where necessary out of court settlement are reached to avoid unnecessary costs. Monitoring the performance of state or private attorneys and assisting in ensuring that necessary information is availed for litigation. Attending to the necessary consultation with witnesses and observing in court during hearings. Attend to drafting the necessary documents where necessary to ensure a speedy process. Also contributing to people management in the entire organization by advising in labour relations matters referred to the legal service unit.
- Provide written and verbal legal opinions
- Drafting, reviewing and negotiating contracts
- Ensuring compliance with and implementation of PFMA , Public Service Act, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Statistics Act, etc
- Participating in the implementation of the National Statistical System
- Advising on access to data
- Handling respondent related matters
- Responsible for people management, empowerment and providing strategic direction to the legal service unit
- Developing key performance areas for legal services staff to ensure that we have right skills to achieve the overall organizational objectives
- Ensuring maximum utilisation of human resources and that where necessary skill transfer occurs among staff members. Identifying developmental needs of staff members and ensuring that a practical development and training plan is agreed upon. Identifying relevant training courses for staff members
- Entering performance agreements with staff members as required by the Public Service Regulations. Assessing staff performance in accordance with departmental policy
- Drafting risk management plans for the legal services unit monitoring risks
- Contributing to the strategic leadership of the organisation by serving at Executive Committee (EXCO) and Executive Management Forum

EMPLOYER : Department of Public Service & Administration
POSITION : Specialist Legal Services (Deputy Director level)

PERIOD : 06 December 1999 – 31 October 2004

DUTIES : Providing general legal advisory services to the department which:

- Provide legal advice to the Minister, Director –General and directorates within the department and other national departments on public service employment relations issues
- Monitoring and advising on constitutional developments in as far as they relate to employment conditions and information technology. Interpreting, reviewing and drafting contracts, legislation and regulations.
- Assisting in managing litigation by liaising with State Law advisors and State Attorneys and drafting pleadings where necessary
- Assisting with appointment of Public Service Commissioners. Providing corporate legal advice to the South African Management Development Institute and State Information Technology Agency
- Participating in the Bargaining process with labour at the General Public Service Sectoral Bargaining Council (GPSBC)
- Assisting with people management and empowerment in the legal services unit. Participation in management interventions in other departments as the need arises
- Follow up and investigate complaints of current and former civil servants relating to the Government Employees Pension Fund
- Advise employees on the interpretation of the Government Employees Pension Fund Act and Rules

EMPLOYER : Multichoice Africa (Pty) Ltd IGN DIVISION

POSITION : Regulatory Affairs Assistant

PERIOD : 02 February 1999 – 30 September 1999

DUTIES :

- Provide legal advice to the CEO and senior managers on gaming issues
- Development policy a for Small, Medium and Micro Enterprises and Corporate Social Investments
- Drafting and interpreting contracts
- Conducting research and advising on international gaming legislation and regulations
- Liaising with gaming and telecommunications regulatory authorities and lobbying for gaming legislation

EMPLOYER : AJ Ndhloyu Attorneys

POSITION : Candidate Attorney

PERIOD : February 1997 – January 1999

DUTIES

- Handling Magistrate's and High Court litigation on civil and criminal matters
- Drafting and interpreting legal agreements and court pleadings
- Registration of Companies and Close Corporations
- Drafting Business agreements

- Handling personal injuries claims on behalf of claimants

EMPLOYER : Webber Wentzel Bowers Attorneys

POSITION : Vocational Clerk

PERIOD : May 1996 – January 1997

DUTIES :

- Conducting legal research for attorneys and candidate attorneys
- Providing administration support to attorneys during arbitration and preparation for hearings

REFERENCES

Dr Sandile Malinga (former supervisor)

Former Chief Executive Officer : South African National State Agency

Ms Hlonela Lupuwana (former supervisor)

Former CEO at Small Enterprise Development Agency

Ms Nombuyiselo Mokoena (former supervisor)

Department of Science and Technology