

CURRICULUM VITAE OF BHEKIZENZO TEMBE

POSTAL/PHYSICAL ADDRESS:

CONTACT CELLPHONE NUMBER:

E-MAIL ADDRESS:

ALTERNATIVE EMAIL ADDRESS:

ALTERNATIVE CONTACT PERSON: Adv. Tshepo Cyril Phanyane: Member of the
South African (Johannesburg Bar)

ALTERNATIVE CONTACT PERSON CELL.

ALTERNATIVE EMAIL ADDRESS:

1. PERSONAL DETAILS

SURNAME:	Tembe
FIRST NAME:	Bhekizenzo
DATE OF BIRTH:	
IDENTITY NUMBER:	
NATIONALITY:	South African
HOME LANGUAGE:	IsiZulu
OTHER LANGUAGES:	English and Afrikaans
GENDER:	Male
DISABILITY:	Visually impaired
MARITAL STATUS:	Married
DEPENDANTS:	3

2. FORMAL EDUCATION

2.1 SECONDARY EDUCATION

HIGH SCHOOL ATTENDED : Arthur Blaxall School, PMB
HIGHEST STANDARD PASSED : Matric with merit (1998)

LEADERSHIP ROLES / AWARDS

1998 : Dux award, Florence Blaxall award for outstanding performance in external examinations and Arthur Blaxall Speech Contest Award.

1997-1998 : SRC Secretary and Head Prefect

Ensuring sound school governance
Good working relationship between learners and staff including support staff at the hostel
Ensuring general welfare for learners

2.2 TERTIARY EDUCATION

INSTITUTION : University of Johannesburg
QUALIFICATION : Certificate in Legislative Drafting (2017)

INSTITUTION : University of KwaZulu-Natal, Westville
DEGREE : B.Com (Hons) in Industrial Relations (2009)

INSTITUTION : Law Society School for Legal Practice (Durban)
QUALIFICATION : Certificate in Legal Practice (2004)

INSTITUTION : University of Natal (Durban)
DEGREE : LL.B (2003)

LEADERSHIP ROLES / AWARDS

2004: Award for outstanding performance in Constitutional Litigation (Law Society School for Legal Practice).

2004: Scarce Skills Scholarship from the National Research Foundation

2002: Award for perseverance and courage in overcoming obstacles.
(Howard College School of Law).

2000-2001: SRC (UND) Executive Member - Gender and Transformation Officer.

During my term in office:

- I advocated for the establishment of the Disability Unit, and this was achieved through the support of my colleagues in the SRC and the University management;
- The Disability Unit offered therapeutic services, occupational services, psychological services as well as academic support services to disabled students;
- Ensuring greater welfare, accessibility and transformation for disabled students on campus.

1999-2000: SASCO (UND Branch) Executive Member - Political Education Officer.

3. Membership with Professional Bodies

- Member of Black Lawyers Association
- Member of KZN Public Sector Lawyers Forum
- Member of Legal Practice Council
- Admitted as an Attorney of the High Court of South Africa (03 March 2006)

4. Community Service

2009 – 2012

- Member of Arthur Blaxall School Governing Body
- Worked towards improving sound governance and financial accountability in accordance with the provisions of the Public Finance Management Act no 1 of 1999
- Participated in fund raising
- Served as in-house legal counsel in contractual matters

2012 – 2014

Board Member of the KZN Society for the Blind

- Responsible for ensuring sound corporate governance and financial accountability;
- Involved in fund raising;
- Ensuring sound and healthy working relationship between management and staff.

5. Work Experience

05 November 2007- Current

I am employed by the **KZN Department of Education as Deputy Director** in the Legal Services Component responsible for:

- The strategic management of litigation by and against the Department by identifying trends in litigation and devising strategies thereon
- Drafting and vetting service level agreements entered into by the Department

- Responsible for providing legal support to the Department by drafting legal opinions relating to constitutional law, administrative law, Public Finance Management Act as well as Treasury Regulations
- Responsible for legislative drafting, *inter alia*, the drafting of notices being published in the Government Gazette
- Responsible for legislative compliance by the KZN Department of Education, legislative audits as well as legislative review
- Rendering of legal support to the MEC
- Providing legal opinions and advice to various line functions/directorates on legal administrative matters including school principals as well as district managers
- Holding workshops in districts on legal matters and especially new legislation, amendments, and bills requiring comments
- Advising the MEC and Head of Department on legal interpretation and legal compliance in relation to their exercise of executive and administrative powers respectively
- Interpreting, drafting and editing a variety of legal documents including service level agreements and ensuring that they comply with legal principles in order to protect the interests of the Department
- Advising on compliance e.g. PAJA, PAIA and policies
- Liaising with and drafting briefs to the State Attorney in respect of litigation and labour matters
- Presiding over internal disciplinary hearings as a member of various Disciplinary Committees within the KZN Department of Education
- Advising on policies, providing advice on tenders and infrastructure projects
- Advising and dealing with general public service issues involving personnel and financial matters
- Assist in the development of policies and procedures manual
- Assist in the development of annual budget and strategic plans on service delivery by the Department
- Assisted in doing legal research pertaining to the drafting of the procedure manual on disciplinary matters for the Department
- Doing online legal research by making use of the internet and *Lexus Nexus*
- Supervising legal personnel including legal admin staff and legal interns

02 October 2006 - 31 October 2007

During the course of 2006 and 2007, I was employed as a **Legal Advisor by the EThekweni Municipal Council's Legal Services Unit**

- Responsible for defending legal proceedings brought against the municipal council
- Responsible for debt collection on behalf of the municipal council
- Appeared in the magistrate's court in respect of motion proceedings as well as trial proceedings on behalf of the municipal council

03 January 2005 – 30 September 2006

Candidate Attorney with Livingston Leandy Incorporated. During my articles of clerkship, I was properly and fully instructed in the practice, ethics, business management and administration, functions and duties of an attorney.

Further, I gained competence in independent and personal management of matters. Under the supervision of my principal, I gained experience in the following areas of legal practice:

- The preparation of legal opinions;
- The preparation of briefs for Counsel;
- Interviews with clients and witnesses and drafting of witnesses statements;
- Giving advice concerning commercial, civil, constitutional and criminal matters;
- Drafting Pleadings, Notices, Affidavits and preparation of documents for trial;
- Participating in settlement negotiations and drafting settlement agreements;
- Attendance at pre-trial conferences and consulting with counsel;
- Routine office administration, including the proper handling of files and documents;
- The preparation of statements of account for clients and drafting bills of costs in both the High and Magistrate's Courts, and attending to the taxation thereof; and
- The drafting of various commercial agreements

6. Interests

Reading and writing, public speaking, music and sport.

7. References

1. Ms. M.L. Thusi
Chief Director – Administrative Services (KZN Department of Education)
2. Ms Fikile Masiko MP
3. Adv. Max Du Plessis SC
4. Mr. Dennis J Sibuyi,
Executive Director: DMS attorneys