

CURRICULUM VITAE
OF
Theodore Madoda Sefuba

PERSONAL DETAILS	
Surname	Sefuba
First Names	Theodore Madoda
Nationality	South African
Gender	Male
Dependants/Children	1
DRIVER'S LICENCE	Code 8

CAREER OBJECTIVE
To obtain a meaningful and challenging position that enables me to learn and allows for advancement.

EDUCATIONAL HISTORY	
Grade:	Grade 12 (Matric)
School:	MEHLOMAKULU SENIOR SECO SCHOOL
Institution:	UNIVERSITY OF FORT HARE
Qualification:	B.Proc (1984-1986) Studies abandoned after being expelled for involvement in student protests.
Institution:	UNIVERSITY OF WITSWATERSRAND
Qualification:	B.A. (1987-1989)
Major Field of Study:	POLITICAL STUDIES & LAW
Institution:	UNIVERSITY OF WITSWATERSRAND
Qualification:	LLB (1990 - 1992)
Major Field of Study:	LABOUR LAW <ul style="list-style-type: none"> • LAW OF CONTRACT • LAW OF PROPERTY • CIVIL PROCEDURE • CRIMINAL LAW • CONSTITUTIONAL LAW
1997 ADMITTED AS AN ADVOCATE OF THE HIGH COURT OF SOUTH AFRICA	

ORGANISATION	DESCRIPTION	DATES
<p>DEPARTMENT OF JUSTICE AND CONSTITUTIONAL COURT</p> <p>CONSTITUTIONAL COURT</p>	<p>Chief Director</p> <p>Head: Office of the Chief Justice (Chief Director)</p> <ul style="list-style-type: none"> • Providing strategic direction to the business unit of the Office. • Administrative head of the office of the judiciary overseeing a variety of matters ranging from HR, budgetary, logistics and other related administrative matters. • Co-ordinate interactions between the Office of the Chief justice and the offices of the Heads of Court. • Organize meetings of and keeping records of the meetings of the Heads of Court. • Oversee the holding of conferences of the judiciary both domestic and international. • Handling and dealing with complaints lodged with the office. • Communication and relationship building. 	<p>October 2009 – March 2021</p> <p>September 2004 – October 2009</p>
ORGANISATION	DESCRIPTION	DATES

OFFICE OF THE PUBLIC SERVICE COMMISSION	<p>Chief Director: Labour Relations and Legal Services</p> <ul style="list-style-type: none"> • Conducting research on the current trends in Labour Relations • Investigation of grievances and complaints of public service employees • Management of projects • Rendering of legal advice to the Commission • Reporting on the latest developments in Labour Law • Presentation of Reports to Parliament Portfolio Committees • Appearing on behalf of the employer in the CCMA and Bargaining councils • Promotion of sound Labour Relations within the Public Service • Supervision and management of staff • Conducting training and performance management of staff • Financial Management • Compiling reports with recommendations and presenting of reports to Parliament • Acted as Deputy Director-General on various occasions when the Deputy Director-General was either on leave, overseas trips or seconded to the Eastern Cape Provincial Department. 	May 2000 – September 2004
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ORGANISATION	DESCRIPTION	DATES
OFFICE OF THE PUBLIC PROTECTOR	<p>Senior Investigator Investigate all Public Service related queries and cases</p> <ul style="list-style-type: none"> • Investigating claims of maladministration in the Public Service • Dealing with labour complaints within the Public Service • Liaising with local, provincial and national departments • Resolving disputes within the Public Service, including public entities • Making recommendations • Facilitate workshops to NGOs and participate in outreach programmes to educate the public about the office of the Public Protector • Writing reports with recommendations 	July 1999 - May 2000
ORGANISATION	DESCRIPTION=	DATES

COMMISSION FOR CONCILIATION AND ARBITRATION (CCMA)	Commissioner (FULL-TIME) <ul style="list-style-type: none"> • Conciliate workplace disputes • Arbitrate certain categories of disputes that remain unresolved after conciliation • Consider applications for accreditation and subsidy by Bargaining councils and private agencies; and • Facilitate workshops and outreach programmes to educate employers and employees about the whole labour regime • Issued certificates after conclusion of conciliation, • Writing arbitration awards after conclusion of the arbitration process • Facilitating the resolution of industrial/labour disputes 	July 1996 - June 1999
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ORGANISATION	DESCRIPTION	DATES
ROAD ACCIDENT FUND	Claims Clerk <ul style="list-style-type: none"> • Processing Road Accident fund claims • General Clerical Work 	May 1996 – June 1996

ORGANISATION	DESCRIPTION	DATES
WITS LAW CLINIC	Candidate Attorney <ul style="list-style-type: none"> • Magistrate's Court work • High Court – preparing and filing court papers, attending pre-trial conferences • Civil, criminal, tribunals and labour matters 	August 1994 - July 1995

ORGANISATION	DESCRIPTION	DATES
MIKE MOKOENA ATTORNEYS	Candidate Attorney <ul style="list-style-type: none"> • Magistrate's Court work • High Court – preparing and filing court papers, attending pre-trial conferences • Civil, criminal, tribunals and labour matters 	June 1993 - July 1994

	PROFESSIONAL/PERSONAL STRENGTHS	
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Professional strength

- Negotiations skills
- Relationship Management
- Communication skills
- Risk management
- Compliance Management
- Analyse trends
- Prioritise

Personal Strengths

- Able to work calmly under extreme pressure
- Able to interact very well with people at all levels
- Able to meet deadlines
- Assertive
- Diplomatic
- Emphathetic
- Resilient

	REFEREES	
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Dr. Zwelakhe Tshandu,
Development Bank of South Africa

Ms Hlubi Mzaidume former PA to the late Chief Justice Langa

Mr Alfred Maluleke,
Director of Human Resources
Office of the Public Service Commission