

PERSONAL DETAILS:

Surname: Mphaga

Maiden: Mphaga

Names: Bontle “Lolly “Mphaga

Date of Birth:

ID Number:

Marital Status: Single

Gender: Female

Languages: Fluent in English, Afrikaans, Setswana

Driver’s License: Code

Postal Address:

Physical Address:

Mobile:

PROFESSIONAL EXPERIENCE:

2017 January to March 2022

THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY OFFICE OF THE OMBUDSMAN

Executive Manager: Legal Services

As the head of the Legal Services Unit in the Office of the Ombudsman my mission is to provide comprehensive, dynamic, effective and efficient legal support and contract administration and monitoring services.

This is achieved by providing services that are committed to –

- protect the Office of the Ombudsman's interests, thereby contributing to a responsive, accountable, efficient and productive Office.
- render cost effective legal service of the highest quality to the Office of the Ombudsman.
- render legal services required to satisfy the Office of the Ombudsman's current needs as well as on-going consideration of all future requirements and expectations.
- provide practical solutions to legal challenges to further the Office of the Ombudsman's mandate.
- pro-active evaluation and review of the legislative and legal environment so that expectations of the Office of the Ombudsman are met.
- provide competent and reliable legal advice in the shortest possible time. and
- be accessible, approachable, professional and user friendly to internal and external clients as well as stakeholders.

Tasks and Duties Performed

- Vetting and drafting of all internal reports.
- Perusal and vetting of all reports to be presented to various City officials, Procurement Committees, Portfolio Committees, the Mayoral Committee and the Council for decision making.
- Vetting and drafting formal and informal opinions.
- Providing legal advice to the Office of the Ombudsman on day-to-day operations.
- Providing legal support to the Office of the Ombudsman's directorates.

- Developing legal templates e.g., service provider agreements, memorandum of understanding, statement of work, notices, agendas and minutes.
- Developing internal procedural policies, guidelines and frameworks and providing training on the policies, guidelines and frameworks e.g., social media guidelines, Internal Privacy Framework, External Privacy Statement, Contract Management Framework and Litigation Management Framework.
- Managing external legal service providers i.e., law firms and legal consultants.
- Monitor of compliance with applicable legislation and policies.
- Management of all civil litigation by and against the Office of the Ombudsman i.e., Initiate, defend and/or settle litigation on behalf of the Office of the Ombudsman in respect of High Court and Magistrate Court matters.
- Registration of the Office of the Ombudsman's CI.
- Training on the office of the Ombudsman by-law and any other applicable legislation.
- Review of the Office of the Ombudsman by-law on an ongoing basis.
- Drafting of delegations in respect of the Ombudsman and his/her executive team and reviewing the delegations on an ongoing basis.
- Drafting, vetting and negotiating of contracts to be concluded with internal and external stakeholders.
- Managing and monitoring contracts concluded with internal and external stakeholders.
- Establish and maintain a contract management register.
- Assist and participate in supply chain management matters i.e., bid specification committees and bid evaluation committees.
- Building relationships with various stakeholders i.e., Office of the Executive Mayor, Office of the City Manager, City of Johannesburg Departments and Municipal Entities, the Public Protector, the Auditor General, the South African Human Rights Commission.
- Management of the Legal Services budget.

2007 September to 2016 December

THE CITY OF JOHANESBURG METROPOLITAN MUNICIPALITY:

GROUP LEGAL AND CONTRACTS DEPARTMENT

Senior Legal Advisor

Tasks and Duties Performed

- Provision of legal advice to all Council, including the Mayoral Committee.
- Monitor compliance with applicable legislation and policies.
- Establish and maintain a compliance register.
- Established and maintain the unauthorized, irregular or fruitless and wasteful expenditure register.
- Management of all civil litigation by and against the City of Johannesburg departments i.e., High Court and Magistrate Court matters.
- Provision of formal and informal legal opinions for City of Johannesburg departments.
- Perusal and vetting of all reports to be presented to various Portfolio Committees, the Mayoral Committee and the Council for decision making.
- Providing legal advice to the various departments of the City of Johannesburg on day-to-day operations.
- Drafting and vetting of any other legal documents, including but not limited to policies, by-laws, legal notices, and notices of expropriation.
- Providing legal support to the Executive Mayor, the MMCs the City Manager and Departmental heads.
- Providing legal support to the Council's directorates, departments and regions.
- Providing comments on bills affecting local government operations or bills which may have an impact on the operations and planning of the City of Johannesburg.
- Vetting and drafting of reports.
- Perusal and vetting of all reports to be presented to various City officials, Procurement Committees, Portfolio Committees, the Mayoral Committee and the Council for decision making.
- Drafting and vetting of by-laws for the City of Johannesburg.
- Drafting of delegations for all the City of Johannesburg departments.

- Providing legal advice to; Section 79 Governance Committee; Governance Mayoral Sub-Committee and Governance EMT Technical Cluster.
- Registration of all the City of Johannesburg departments and Municipal entities CIs.
- Assist and participate in supply chain management matters i.e., bid specification committees and bid evaluation committees.
- Establish and maintain relationship with stakeholders.
- Drafting, vetting and negotiating of contracts for various City of Johannesburg departments such as the following:
 - The 2010 Department (FIFA world Cup 2010):
 1. Drafting and negotiating Stadium Management Agreements.
 2. Drafting and negotiating Service Level Agreements in respect of Confederations Cup.
 - The Group Information Communication Technology and Information Management Department:
 1. Drafting and negotiating Information Technology Outsourcing Agreements.
 2. Drafting and negotiating the agreements in respect of the panel of IT specialists to assist on IT related projects for the City of Johannesburg.
 3. Drafting and negotiating the V block Agreement.
 - The Economic Development Department:
 1. Assisted in drafting and negotiating the Broad Band Agreement.
 - The Group Communication and Tourism Department:
 1. Drafting and negotiating the Discovery 702 Walk the Talk Agreements.
 2. Drafting and negotiating the Momentum 94.7 Cycle Challenge Agreements.
 3. Drafting and negotiating of all the Joburg Open Agreements.
 4. Drafted and negotiating the One Young World Seminar Agreement.
 - The Group Audit and Assurance Services Department by:

1. Drafted and negotiated various agreements in respect of the panel of audit and assurance specialists.

2006 Septemberto 2007 August

THE CITY OF JOBURG PROPERTY COMPANY:

LEGAL DEPARTMENT

Legal Advisor

Tasks and Duties Performed

- Management of all civil litigation by and against the City of Johannesburg departments i.e., High Court and Magistrate Court matters.
- Drafting, vetting and negotiating of contracts to be concluded with internal and external stakeholders such as the following:
 - Sale Agreements
 - Transfer Documents
 - Lease Agreements
 - Obligation Agreements
 - Abandonment Agreement
 - Sanitary Lane Agreements
 - Encroachment Agreements
 - Servitude Agreements
 - Land Availability Agreements
 - Consent Transfer Documents
 - Use Agreements
 - Cancellation Agreements
 - Road Closure Agreements
- Vetting and drafting formal and informal opinions.
- Providing legal advice to the City of Joburg Property Company on day-to-day operations.
- Vetting and drafting of reports i.e., motivation reports to the City of Johannesburg, reports to the Joburg Property Company Board.
- Drafting and vetting tender documents.
- Assist and participate in supply chain management matters i.e., bid specification committees and bid evaluation committees.

2002 January to 2006 August

BELL DEWAR AND HALL:

Candidate Attorney (2002-2003)

and

Associate (2004- 2006)**Tasks and Duties Performed**

- Litigation

Drafting of pleadings and notices, briefing counsel and appearing in the Magistrates Court and arbitrations. Managed civil High Court proceedings.

- Corporate Commercial

Assisted with the Royal Bafokeng Nation (Mining) due diligence. Assisted in the negotiation proceedings and drafting process of 3M Lease Agreement.

- Project Finance

Assisted in the John Ross Parkway Toll Road Project by:

- Represented the Consortium and the Lenders involved in the project.
- Involved in negotiation proceedings and drafting process for certain financial agreements necessary to implement the project.
- Attended regular meetings regarding the following agreements- Concession contracts, and Operation and Maintenance Contract.
- Involved in drafting the Conditions Precedence Agreement.

ACADEMIC QUALIFICATIONS**EDUCATON**

Highest Grade passed: Grade 12

School:	Loreto Convent Queenswood (Grade1-Grade12)	
Certificate:	Senior Certificate	
Subjects:	English First Language	HG
	Afrikaans Second Language	HG
	Biology	HG
	Mathematics	HG
	Science	HG
	Home Economics	HG

TERTIARY EDUCATION

Institution (1)	University of Cape Town
Year:	1994-1996
Degree:	BA Social Science & Humanities
Majors:	Politics & Industrial Sociology

Institutions (2)	Unisa (Midrand University)
Year:	1997-2000
Degree:	LLB
	<ul style="list-style-type: none">• Subjects completed:• The Origins of South African Law<ul style="list-style-type: none">▪ The Foundations of South African Law▪ Private Law I, II and III▪ Mercantile I and II▪ Interpretation of Statutes▪ Fundamental Rights▪ Constitutional Law▪ Indigenous Law▪ Criminal Procedure▪ Evidence

- Civil Procedure
- Introduction to the Theory of Law
- Law Legal Philosophy
- Introduction to Legal Practice
- Forensic Medicine
- Specific Crimes
- Media Law
- Advanced Tax Law
- Advanced Succession

Institution (3)

Practical Legal School

Year:

2001

COURSES ATTENDED

- PPP course offered by National Treasury
- An accounting course offered at Bell Dewar & Hall
- Seminar on National Credit Act
- Course on Legal Compliance and Legal Auditing Training
- Contract Management Workshop
- Supply Chain Management Workshop
- IT Contracts and SLAs Workshop
- Performance Management Workshop
- National Credit Act Seminar
- ICT Seminar at Norton Rose Fulbright
- Protection of Personal Information Bill Workshop
- Effective Dispute Resolution Workshop
- Section 197 of the Labour Relations Act Seminar
- Course on Higher Certificate in Municipal Governance
- Legal Opinion Writing Workshop
- Legislative Drafting Workshop

OTHER ACTIVITIES

Served on the Johannesburg Association of Candidate Attorneys for the 2002 term.

Served as an EE representative for the Group Legal and Contracts Department.

Served as an Ethics Officer for the Office of the Ombudsman.

REFERENCES

1. Rakhee Bhoora

Director: Fasken Martineau/Bell Dewar and Hall

rakhee.bhoora@belldewar.co.za /rbhoora@fasken.com

2. Tanya van Schalkwyk

(Previously Acting Legal Manager at Joburg Property Company)

Currently Chief Legal Officer for Yum Restaurant Internal (Pty) Ltd
(KFC & Pizza Hut)

3. Karen Brits

Former Director of the Legal and Compliance Department for the City of Johannesburg

0824649463

4. Mbulelo Ruda

Group Head: Group Legal and Contracts Department

