

**KHOMOTSO  
ELGA  
MALATJI**

# CURRICULUM VITAE OF KHOMOTSO ELGA MALATJI

## PERSONAL INFORMATION

Surname : Malatji  
First name : Khomotso Elga  
Identity number :  
Date of birth :

Residential Address

Postal Address

E-mail Address

Contact Numbers

Gender : Male  
Marital status : Married  
Driver's license : Code 10  
Home language : Sepedi  
Other Languages : English, Sotho, Nguni, Tsonga, Venda & Afrikaans  
Nationality : South African  
Criminal offences : None  
Health : Good

## ACADEMIC BACKGROUND

### HIGH SCHOOL EDUCATION

Last school attended : Makgoka High School  
: Limpopo  
(1998)

Highest standard passed : TEN (10)

Subjects passed :

- Sepedi 1<sup>st</sup> Language (HG)
- English 2<sup>nd</sup> Language (HG)
- History (HG)
- Home Economics (HG)
- Biology (SG)
- Geography (SG)

### TERTIARY EDUCATION

1. Institution attended : University of Limpopo (Turfloop)

Degree obtained : Bachelor Of Laws (LLB)  
: (2006)

2. Institution attended : Pretoria Bar Council

Admitted : Advocate (voluntarily relinquished)

Year of admission : (2007)

3. Institution attended : Polokwane Legal Practice

Qualification : Certificate on Legal Education and Development

Year : 2016

Institution : Kgolo Institute  
Qualification : Certificate on municipal Finance management  
Year : 2020

## **EMPLOYMENT HISTORY**

### **PRESENT POST**

Name of Company : Cooperative Governance, Human Settlements and  
Traditional Affairs

Position : Director

Unit : Legal Services

Period : 01 January 2023 to date

Name of Company : KE Malatji Attorneys Inc

Position : Director

Unit : Labour, Civil and Criminal Department

Period : 01 March 2017 to date

Name of Company : Golden Acres

Position : Director

Unit : Corporate

Period : 2015 to date

Name of Company : University of Limpopo Convocation and Alumni  
Position : Board Member  
Unit : Graduate Outreach  
Period : 2016 to date

**PREVIOUS POSTS**

Name of Company : Maruleng Municipality  
Position : Director Cooperate services  
Unit : Corporate services  
Period : 01 August 2017 to 28 February 2022

Name of Company : Mahowa Inc  
Position : Completed My Articles  
Unit : Labour, Civil and Criminal Department  
Period : 01 June 2015 to 2016

Name of company : Mopani District Municipality  
Post Held : Executive Manager of Legal and Labour Relation Services  
Unit : Legal Services  
Period : 01 May2012– 30 May 2015 (3 years)

My functions in the post included:

- To enter into contracts with outside parties or companies in relation to firefighting outside the jurisdiction of the municipality in terms of the tariff of charges.
- To, in terms of rule 52(1) (b) of the Rules of Court made under the Magistrates' Courts Act, 1944 (Act 32 of 1944), institute the necessary lawsuit or action personally, to appoint lawyers and advocates to finalize the lawsuit and, if a defendant is in default, to apply for sentence personally and to take all or any steps or issue process documents deemed necessary to obtain execution of the sentence.
- Delegation to the Director: Corporate Services (Legal) of the power to institute or defend claims and actions in the name of or against the municipality:
- To appear in Court on behalf of the Municipality in terms of Rule 52(1)(b) of the Magistrate's Court Rules promulgated in terms of the Magistrate Court Act, 1944 (Act 32 of 1944).
- To obtain a legal opinion from the attorneys of the Municipality.
- To instruct attorneys to enter appearance on behalf of the Council in any matter instituted by or against the Municipality and to sign all necessary documents for this purpose, and to authorize the briefing of advocates
- To instruct attorneys to collect any monies owed to the Municipality
- To appear before a notary to execute any document or to appoint any other person to appear before the notary on behalf of the Municipality.
- Delegation of the power to appoint a person to serve legal documents, including but not limited to legal document of the Municipal Court.
- To conduct any necessary action in any matter instituted by or against the Municipality, including the signature of the prescribed powers of attorney, affidavits and other documents in order to conduct the matter to its end
- To institute or defend any legal action in a competent court in order to protect the interests of the Municipality.
- To conduct all necessary action including the procurement of legal aid in a competent court to enforce all statutory provisions.
- Delegation of the power to institute a claim against an insolvent estate or company in liquidation for monies owed to the Municipality.

- To approve or refuse the vacation, sick and special leave of the staff of their departments.
- To utilize an official in another capacity.
- To authenticate any order, notice or other document requiring authentication.
- To withhold an official's annual salary increment.
- To accept an official's written notice of termination of employment.
- To instruct an official to temporarily report for duty outside his or her normal working hours.
- To instruct an official to temporarily perform other duties than those normally assigned to him or her.
- To cancel, postpone or interrupt an official's leave of absence.
- To approve leave of absence (vacation leave) without remuneration.
- To instruct an official to undergo a medical examination.
- To instruct an official to submit a medical report.
- To refuse an application for sick leave in consultation with the Subsection Occupational Health.
- To accept /reject a medical certificate as proof of his/her inability to perform work due to illness or injury.
- To compel an official to take sick leave.
- To approve maternity leave for female officials and paternity leave for male employees.
- To authorize the medical examination of individuals claiming damages from the Municipality arising from bodily injuries on duty.
- To approve requisitions and payments pertaining to legal and labour relations Services Department and its divisions.
- To take all the necessary action to enforce statutory provisions.
- To approve overtime.

- To approve redemption of vacation leave credit.
- To approve the payment or cancellation of payment of standby, telephone, transport, housing or cell-phone allowances to employees within the department
- To execute all powers vested in terms of the Occupational Health and Safety Act and the General Machinery Regulations.
- To approve reports to serve at the Portfolio Committee;
- To approve/reject requests from employees and non-employees to obtain specific information about the Municipality for research purposes or for obtaining a qualification, and to publish such information. This power must be executed in accordance with the Promotion of Access to Information Act, 2000 (Act 3 of 2000).
- To, on recommendation of the Departmental director concerned, withhold an official's yearly salary increment if the official's work performance is unsatisfactory on recommendation of the Departmental Head concerned
- To, on recommendation of the Departmental Head concerned, approve employees' applications to perform private work in accordance with the approved policy.
- To advice and recommends to terminate the services of municipal employees and to re-appoint them in instances where it is required in order to deal effectively with industrial actions (Stay-away included) in accordance with the approved policy.
- To recommend for authorization of the payment of medical or funeral expenses arising from an injury on duty.
- To recommend for approve/reject requests from employees and non-employees to obtain specific information about the Municipality for research purposes or for obtaining a qualification, and to publish such information. This power must be executed in accordance with the Promotion of Access to Information Act, 2000 (Act 3 of 2000).
- To lease with labour unions on matters affecting the workers on daily basis
- To secretariat of Local Labour forum
- To monitor the effective management of grievance, disputes and disciplinary matters
- To manage collective bargaining grievances



## **PREVIOUS EMPLOYMENT**

1. Name of company : Office of the Premier  
Post Held : Chief Executive Officer Limpopo Youth Commission,  
Later Director Youth Development  
Period : 01 May 2010 –31April 2012 (2 years)  
Unit : Youth Directorate

My functions in the position:

- The accounting officer in terms of youth development programs in the Limpopo province
- Mainstream youth development in the Limpopo provincial Government
- Liaise with Limpopo legislature
- Report to Limpopo youth commissioners on matters pertaining youth development
- Draft and present budget to Limpopo Legislature
- Champion all youth development in private and public sector
- Manage the staff of LIMPOPO Youth Development

2. Name of company : Dept of Local government and housing  
Post Held : Manager Recruitment  
Period : 01 April 2008– to 30 April 2010 (2 years)  
Chief Directorate : Human Resource Management

My functions in the post included:

The power to fill vacancies on a contract or permanent basis, provided that this delegation be executed only-

- Within the framework of the approved staff establishment (record of allocated posts);
- Within the framework of the approved staffing and employment equity policy;

- If the person concerned is considered suitable in all respects and complies with the appointment requirements of the corresponding post as set out in the Grading Scheme;
- If the remuneration agreed on with the prospective employee does not exceed the maximum remuneration package the Municipality can offer such service group in terms of the Grading Scheme; and
- If the appointment concerned is not made on any of the managerial post levels (Deputy Manager and higher).
- Where the appointment/promotion is recommended by the sub Departmental director concerned.

3. Name of company : Greater Tzaneen Municipality

Post Held : Assistant Legal Advisor  
01March 2006 – 31 March 2008 (2 years)

Division : Legal Services

My functions:

- Assist the manager legal services
- Manage the diary of the office
- Arrange meeting with stake holders

**COMPUTER LITERACY:**

- Word Perfect, Lotus Notes, GroupWise, MS Office (Excel, Word and PowerPoint), Windows, Cuisine, Acrobat, & Internet, Logis, Persal, Pastel, BAS, SAP and Oracle

**SKILLS AND COMPETENCIES**

- PFMA, GAAP, IFRS, GAMAP, GRAP, GIAMA, MFMA and Treasury Regulations I

## REFERENCES:

1. Name of referee : Ms Seriana Kgoahla  
Position : Deputy Director General  
Organisation : COGHSTA  
Contact No

2. Name of referee : Mr Modiba Modibe  
Position : HR Practitioner  
Organisation : Mopani District Municipality  
Contact No

3. Name of referee : Mr MCMahowa  
Position : Director  
Organisation : Mahowa Inc  
Contact No

4. Name of referee : Ms Kedibone Ramohlola  
Position : Manager HR  
Organisation : Maruleng Municipality  
Contact No

