

ADV SIPHOKAZI MOLESHE

PROFESSIONAL PROFILE

I am an accomplished and dynamic Corporate Executive with specialized knowledge and experience for 15 years in the administration of justice and public administration at the Senior Management and Executive Levels, respectively. I consider myself to be an authentic leader who is self-aware, and purpose driven by strong set ethical values. I am a good communicator who is emphatic towards my team. I consider myself as a leader who is agile and can easily adapt to evolving work. My work experience and academic qualifications has shaped me to be a leader that is open to development. I am currently enrolled with the University of Johannesburg for MBA studies, and I am looking forward to an opportunity to put my skills into practice in servicing South Africans.



WORK EXPERIENCE

CORPORATE SERVICES EXECUTIVE

The Public Service Sector Education and Training Authority (PSETA)

April 2024 – Present

Key Functions & Responsibilities:

- To lead and direct the Corporate Management Services function by applying and utilizing appropriate human capital legal and regulatory frameworks and best practices.
- To ensure that strong business networks and relationships are fostered and maintained across operations to achieve business objectives.
- Strategic leadership –in providing Legal Services at PSETA (Litigation, Contracts Management, Advisory Services in Labour Relations, and administrative law.
- Strategic Support Leadership on Corporate Services Functions, which include HCM, Legal Services, ICT, Auxiliary Services, Communication and stakeholder management by providing direction on achieving NSDP targets.
- Development of strategic, annual performance and operational plans in line with the relevant national legal frameworks.
- Financial Management on the division budget.

The job includes the following:

- Overall strategic leadership on the Corporate Services functions in line with PSETA's Corporate Governance in support of the strategic plan, APP, and OPS Plans. This includes developing effective and efficient policies, business processes and structures.
- Ensuring alignment in the implementation of PSETA's strategies to achieve the NSDP targets, leveraging on existing resources, information, policies, procedures, and standards to achieve economies of scale.
- Provide strategic oversight to ensure the implementation Risk management strategies.
- Overall Financial Management of the Corporate Services Budget, including controlling the budget to ensure efficient cash flow management.
- Manage the performance and development of staff within the department and under my span of control.
- Ensure the operational plans are developed, implemented, and monitored.
- Establish strong partnerships between the PSETA and key stakeholders in the sector, maintaining good relations, continued communication, and support.
- Ensuring that there sound administrative justice in PSETA operations

EDUCATION

Master of Business Administration – Current studies

University of Johannesburg, Gauteng
Post Graduate Certificate in Executive Leadership NQF level 8

Vaal University of Technology Consortium -
2011

Short Course in Facilities Management
University of Cape Town- 2019

Public Administration Leadership and Management Academy

Core Skills & Development Modules of Project Khaedu

Cert.no.105449 – 2008/2009

Post Graduate Diploma in Cyber Law

University of Johannesburg, Gauteng - 2005

Diploma in Criminal Justice and Forensic Auditing

Rand Afrikaans University, Gauteng–2004

LLB Post - Graduate

University of the Western Cape – 2000

Certificate of Legal Practice

University of Cape Town – 1999

Bluris

University of the Western Cape – 1997

Matriculation

Mpambani Mzimba High School, Eastern Cape - 1992

CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES

Department of Agriculture, Rural Development and Environment (GDARDE) – Gauteng

November 2021 – March 2024

Key Functions & Responsibilities:

- **Legal Services** – responsible for provisioning of proactive legal services which includes facilitation of litigation, interpretation of legal framework, legal advisory services and contract vetting and management according to applicable legal prescripts.
- **Human Resource Capital** – responsible for Talent Acquisition, HR administration, organizational design, HR development, Employee Wellness and Labour Relations.
- **Facilities Management** – responsible for Facilities Management which includes Auxiliary Services, which includes responsibilities for effective records, Fleet and Security Management.
- **Communications** – responsible for the Corporate Communications such as media liaison, marketing, branding, internal and external Communications.
- **Information and Communication Technology** – responsible for the provisioning of ICT infrastructure, equipment and GIS, development, and maintenance of ICT information solutions and change management.
- **GEYODI** – responsible for the management of policy frameworks, awareness and mainstreaming of gender, youth, military veterans, and people with disabilities as beneficiaries of GDARDE programmes.
- **Infrastructure Development Unit** – responsible to ensure that all Infrastructure projects are aligned to Gauteng Province Infrastructure Delivery Management System and Framework for Infrastructure Delivery and Procurement Management systems.

The job includes the following:

- Overall strategic leadership of the Chief Directorate in line with Corporate Governance of the department in support of the Department's strategic plan, APP and OPS Plans. This includes development of effective and efficient business processes and structures.
- Alignment of the implementation of the Department's strategies to achieve a GPG wide perspective and leveraging on existing resources, information, policies, procedures, and standards to achieve the economies of scale.
- Provide strategic oversight to ensure the implementation of approved Risk/Audit action plans and provision of an evidence-based progress report monthly to Risk Unit.
- Overall Financial Management of the Chief Directorate Budget including controlling the budget to ensure efficient cash flow management.
- Manage the performance and development of staff within the department and under my span of control.
- Ensure the operational plans are developed, implemented, and monitored.
- Ensure the establishment of strong partnerships between the Department and key stakeholders in the province, ensuring the maintenance of good relations, continued communication and support.

PERSONAL

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Driving License: Code8

SKILLS

Leadership
Communication
Problem solving
Emotional Intelligence
Innovation
Project Management
Writing
Time Management
Organizational design
Negotiation Skills
Management & Teamwork
Adaptability
Negotiation & Conflict
Resolution
Collaboration
Critical Thinking
Decision Making

ATTRIBUTES

Integrity
Confidentiality
Honesty
Optimism
Cooperative
Learning
Credibility
Diligent
Driven
Energetic
Ethical
Flexible
Hardworking
Authentic

CHIEF DIRECTOR: CORPORATE SERVICES

Department of Social Development – Gauteng Province

01 March 2014 to 31 October 2021

Key Functions & Responsibilities:

- **Legal Services** – responsible for provisioning of proactive legal services which includes facilitation of litigation, interpretation of legal framework, legal advisory services and contract vetting and management according to applicable legal prescripts.
- **Human Resource Capital** – responsible for Talent Acquisition, HR administration, organizational design, HR development, Employee Wellness and Labour Relations.
- **Management Services** – responsible for Facilities Management and the Capital Infrastructure programme.
- **Communications** – responsible for the Corporate Communications such as media liaison, marketing, branding, internal and external Communications.
- **Information and Communication Technology** – responsible for the provisioning of ICT infrastructure, equipment, and GIS.
- **Support Organization** – development and maintenance of ICT information solutions and change management.
- **Auxiliary Services** – responsible for effective records, fleet, and security management

The job includes the following:

- Overall management of the Chief Directorate in line with Corporate Governance of the department in support of the Department strategic plan, APP, MPAT and OPS Plan. This includes development of effective and efficient business processes and structures.
- Alignment of the implementation of the Department's strategies to achieve a GPG wide perspective and leveraging on existing resources, information, policies, procedures, and standards to achieve the economies of scale.
- Provide strategic oversight to ensure the implementation of approved Risk/Audit action plans and provision of an evidence-based progress report monthly to Risk Unit.
- Overall Financial Management of the Chief Directorate Budget including controlling the budget to ensure efficient cash flow management.
- Manage the performance and development of staff within the department and under my span of control.
- Ensure that operational plans are developed, implemented, and monitored.
- Establishing strong partnerships between the Department and key stakeholders in the province, ensuring the maintenance of good relations, continued communication, and support.

Director Legal Services

Department of Social Development – Gauteng Province

01 April 2013 to 28 February 2014

Key Functions & Responsibilities:

- As Director Legal Services I was responsible for providing strategic leadership in the management of Legal Services functions in the Department.
The job included the following:
- Provision of legal advice on departmental contracts.
- Provision of Legal Representation of the Department in litigation cases.
- Provision of legal opinions on legislative and policy matters.
- Strategic Management of the Directorate which includes financial management, Programme and project management, Problem solving and analysis, Client orientation and Customer focus, and people management and empowerment.

REFERENCES

Ms. Matilda Gasela
Acting Head of Department
Agriculture, Rural Development and
Fisheries

Ms. Amanda Hartmann-

Contact details:

Adv Andrew Chauke
Director Public Prosecutions

South Africa

Cell

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Provincial Head - Independent Police Investigative Directorate (IPID) – Gauteng

January 2008 to 30 March 2013

Key Functions & Responsibilities:

- Financial Management, Investigations, Legal Advisory services, Communication and Technology Services, Asset management and Supply Chain Management, Auxiliary Services, Human Resources Management, Facility Management Services, General management of staff activities, deliverables which are measured through a Performance and Development management mechanism. Maintaining discipline and sound Labour Relations. Directly responsible for the overall management of investigations by providing legal guidance and monitoring. The Administration and Complaints Registry operations in the province.
- Establishing strong partnerships between the Department and key stakeholders in the province, ensuring the maintenance of good relations, continued communication, and support, including Contract Management Providing strategic leadership/support to the Department in terms of high-level planning, monitoring, and reviewing of delivery against strategic objectives. Responsible for development of business and operational plans for Gauteng Province. I have served in advisory and governance committees for IPID such as Transport Advisory Committee, Bid Committee, Job Evaluation Committee, Performance Evaluation Committee, and ITC Committee.

Senior Legal Administrative Officer: Area Head Legal Services Northern Free State

March 2006 – February 2007

Key Functions & Responsibilities:

- Provisioning of Proactive Legal Services.
- Manage and ensure the rendering of expert Legal Support and advice regarding litigation, arbitrations, loss control, facility management and Labour Law matters in line with the Provincial Operational Plan and Strategic Objectives of SAPS.
- Ensure and assist in rendering of expert Legal Support, advice, and directive in relation to Detective Services, Intelligent Services, Operational Functions and Crime Organizations.
- Manage and utilize all resources allocated to the immediate post environment accordance

National Prosecuting Authority, Regional Control Court Prosecutor

June 2004- February 2006

Key Functions & Responsibilities:

- Study case dockets and other documents relating to criminal conduct and reviewing decisions about the institution of criminal proceedings in both the District Court and Regional Courts.
- Prepare cases for courts including the acquisition of additional evidence. Draw up charge sheets and indictments. Study appeals and reviews. Prepare heads of arguments and sometimes present cases in the appropriate courts
- Attending to all administrative matters incidental thereto in accordance with the code of conduct, the policy, and directives of the National Prosecuting Authority. Management of both the Regional Court and District Court Prosecutors.

Regional Court Prosecutor, Boksburg Regional Court

November 2002- June 2004

Key Functions & Responsibilities:

- Study case dockets and drafting of charge sheets.
- Attending to litigation in the regional court with offences ranging from Fraud, Theft, Corruption, Murder, Robbery, Rape, and conspiracy to commit an offence.
- Litigation involving leading evidence for state case, cross examination of witnesses, address to the court on convictions and sentences.

Prosecutor, Boksburg District and Mitchell's Plain Magistrate Court

July 2001- October 2002

Key Functions & Responsibilities:

- Reading and preparing cases for court. Drafting charge sheets and conducting litigation in District Court with offences ranging from fraud, theft house breaking, driving motor vehicle under influence of intoxication liquor, negligent driving, culpable homicide, dealing in drugs, etc.
- Research case Law and Statutes to properly address the court on merits, convictions, and sentences. Deciding on institution of criminal proceedings assisting in the investigation by giving guidance in the diary of the docket.