

Curriculum Vitae of SHADRACK NKUNA

Title : Advocate
Surname : Nkuna
First Names : Shadrack
Nationality : South African
Identity Number
Gender
Residential Address

Contact Number
E-mail Address
Driver's License : C1

Highest School Qualification

High School Attended : Ndhambi High School
Year : 1997
Subject Passed : English, Afrikaans, Biology, Geography, Agricultural Sciences and Xitsonga

Tertiary Education

Institution 1 : National School of Government
Certificate obtained : **Nyukela Programme: Pre-entry to Senior Management Services**
Year : March 2020

Institution 2 : University of Pretoria
Degree Obtained : **LLM (Master in Corporate Law)**
Year : 2011-2014
Courses passed : Corporate Law, Mergers and Acquisition, Law of Securities
Research topic : Analysis of offers of securities to the public.

Institution 3 : University of Johannesburg
Qualification : **Certificate in Legislative Drafting**
Year : January 2015 –June 2015

Institution 4 : University of South Africa

Degree Obtained : **LLB**
 Year : 2010
 Major courses : **Advanced Labour law** (See attached academic record)
 Duration of study : 2005-2010

Institution 5 : University of Limpopo
 Degree : **Bachelor of Administration**
 Major courses : **Industrial Law, Public Administration, and Industrial Psychology** (see attached academic record)
 Duration of study : 1998-2000

Institution 6 : Law society of South Africa.
 Qualification : **Practical legal training.**
 Duration : July 2012 to Feb 2013
 Courses passed : Alternative dispute resolution, Attorneys bookkeeping, aspects of gender law, customary law, drafting of contracts, criminal court practice, commercial litigation, constitutional legal practice, legal costs, forms of business enterprise, High court practice, insolvency procedure, labour dispute resolution, practice management, magistrate court practice, matrimonial and divorce matters, professional conduct, personal injury claims and wills and estates

Achievements : Industrial Psychology Best student in 2000
 : Awarded performance bonus by SAPS in 2005/2006
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 : Awarded performance bonus by SAPS in 2007/2008
 : Awarded international scholarship by Ford Foundation in New York to pursue LLM in 2011
 : Best Academic Achiever in class whilst attending Resolving of crime learnership programme 2/2013

Software Knowledge

Computer Literacy : **Advanced skills in MS Word, MS Excel, MS Outlook, MS PowerPoint, Internet, Ms Access, Microsoft Office, Internet, Email, and Adode Professional suite.**

Work Experience

1. Employment : Department of Minerals and Energy
Position : Director: Criminal Enforcement (Compliance and Enforcement)
Period : 1 May 2021 to date
Position : Director: Compliance and Enforcement

Duties and responsibilities:

- National Head of Criminal Enforcement at the Department of Minerals Resources and Petroleum
- Liaise with the relevant Portfolio Committee of Parliament regarding the work of Compliance and Enforcement section of the Department.
- Responsible for parliamentary questions related for the sub-directorate.
- Legal advice to clients and other relevant stakeholders in relation to Compliance and Enforcement.
- Forensic investigation of all complaints received in conjunction with the South African Police Service and National Prosecuting Authority.
- Monitor the work of the junior investigators and give required investigative support.
- Set performance standards for my subordinates and develop strategies to ensure that they are met.
- Gathering and safeguarding of evidence required for the purpose of investigation.
- Interview witnesses and obtain their statements.
- Ensure the maintenance of good corporate image of the Department.
- Manage the establishment and maintenance of appropriate internal controls and reporting systems.
- Prepare submissions for the attention of the Chief Director, Director-General, and the Ministry.
- Establish and maintain relationship with other stakeholders.
- Manage the budget of the sub-directorate (R16 million)
- Ensure that the mining industry comply with all the laws applicable to it.
- Receives complaints, investigate them and compile reports thereof.
- Guide the specialist investigators reporting to me.
- Developed standard operating procedure for the sub-directorate responsible for.
- Manage the preparation of legally effective criminal court documents.
- Communicate with complainants, transgressors as well as various stakeholders to assist with law enforcement (SAPS, NPA etc) and provide advice.
- Manage the functions of an Environmental Mineral Resource Inspector by investigating compliance and preparing the case for prosecution.
- Seize and manage exhibits for court purposes.
- Manage the Directorate

2. Employment : University of South Africa
Period : 1 January 2024 to date
Position : Teacher Assistant / Assistant Lecturer

Duties	: Facilitate online student assessment : Conducting classes online to law students. : Respond to student's queries. : Provide support to students online.
3. Employment	: Office of the Public Service Commission
Period	: 1 March 2015 to 31 April 2021
Position	: Deputy Director: Public Administration Investigations (Integrity and Anti-corruption unit)

Duties and responsibilities:

- Head Public Administration Forensic Investigation in Limpopo
- Investigate public administration complaints received (Integrity and Anti-corruption) at Public Service Commission in Limpopo province and head the operations and process of that directorate.
- Investigate serious maladministration, fraud, corruption reported in state Departments by state employees.
- Investigate cases of non-compliance with PFMA, Treasury regulations and directives and supply chain prescripts by state Departments.
- Write reports with findings, recommendations, and directives in respect of complaints received and present to the panel of commissioners for approval.
- Ensure that Departments implement the approved recommendations and Directives.
- Ensure good corporate governance by state Departments.
- Where appropriate, criminal matters referred to the SAPS, Public Protector, Special Investigating Unit etc for further handling.
- Ensure that the disciplinary proceedings ordered on account of PSC issued reports are implemented by the Departments.
- Ensure that where appropriate state funds are recovered through acknowledgements of debt by the implicated employee or through court order.
- Act as Provincial Director in the absence of the Provincial Director and be responsible for all the operations in the province (Monitoring and evaluation; Integrity and anti-corruption; Professional Ethics and Grievances)
- Attend and contribute during strategic planning sessions.
- Track the implementation of the approved recommendations by all the Provincial Departments and intervenes in instances of non-compliance.
- Recommend measures that will strengthen good ethics, integrity, and discipline in the public service to all 12 Departments in Limpopo Province
- Assist Departments in developing their fraud and corruption prevention, detection, investigation and resolution, and risk management frameworks.
- Monitor and evaluate the extent to which departments in Limpopo comply with the code of conduct and ethical guidelines.
- Conducts trend analysis on financial misconducts and complaints in all the

departments in Limpopo.

- Conducts workshops with Departments in the Province to promote the values and principles as enshrined in section 195 of the Constitution of the Republic to improve service delivery.
- Conducts legal research.
- Legal advice to all Limpopo provincial Departments
- Ensure that the sanctions issued during the disciplinary proceedings in compliance with PSC recommendations are implemented by departments.

4. Employment : Directorate for priority crimes investigation unit (Pretoria
Specialised Commercial Crime Investigating
Unit known as “Hawks”)
Period : 2011 Feb to 1 March 2015
Position : Specialist Commercial Investigator

Duties and Responsibilities

- Manage and guide junior investigators.
- Handle all cases and complaints received by the unit.
- Initiate and manage projects in the office.
- Legal advice to internal and external clients.
- Forensic Investigation of complex commercial crime cases (fraud, corruption, and non-compliance with legislations)
- Planning in crime prevention and detection strategies.
- Resolve offences reported.
- Investigation of any statutory non-compliance cases.
- Gives feedback to referring institutions such as state departments, Public Service Commission etc.
- Conducts case planning on files and dockets for investigations.
- Management of physical and financial resources allocated to my group.
- Compilation of quarterly and annual reports.
- Advice on statutes and legislative amendments related to our line of work.
- Referral of witnesses under threat to Witness Protection unit.
- Consultation with counsel for accused persons and prosecutors.
- Receive and resolve personal and telephonic clients’ queries.
- Present evidence in court and disciplinary enquiries.
- Responsible for the gathering of evidence, interviewing of witnesses and complainants.
- To liaise and maintain relations with other stakeholders.
- Preparing case dockets for court proceedings.
- Preparations of search and seizure warrants.

- Preservation and Analysis of evidence in terms of Criminal Procedure Act 51 of 1977.
- Liaise with local and international agencies.
- Crime trends / risk analysis
- Subpoena witnesses.
- General administrative duties related to my scope of work.
- Making presentations.
- Inspections *in loco* where necessary during investigations.

5. Employment : University of South Africa
 Period : January 2011 to December 2014
 Position : Face to Face Tutor
 Duries : Conducting classes to Law students (Family Law)
 Reason for leaving : Relocation to another province

6. Employment : Douglasdale SAPS
 Period : December 2002 to January 2011
 Position : Constable
 Reason for leaving : Promotion.

<i>Duties and responsibilities</i>

Legal advice to clients
 Crime awareness to communities under my jurisdiction
 Preliminary investigation of offences
 Planning and organizing
 Filing and record keeping
 Testifying in criminal and disciplinary hearing
 Receiving and addressing of complaints.
 Crime Awareness initiatives.
 Resolves complaints of gender-based violence lodged
 Opening dockets for further investigation.

Acquired Skills

Investigation skills, leadership, investigative interviewing, legislative drafting skills, contract drafting skills, negotiation skills, project management, knowledge of lawmaking process, case management, complaint handling, computer literate, problem solving, statements taking, research, communication skills, team work, negotiating, good interpersonal skills, self-management, time management, innovation, integrity, policy analysis, interpretation of statutes skills, gathering of evidence, drafting, investigative questioning, attention to details, tracing skills, reports writing, decision making, tactical response training and leadership skills. I have the working knowledge of the following legislations amongst others, the prevention and combating of corrupt activities act, the Public Service Act, South African Police Services Act, South African Police Standing

orders, Public Service Regulations, Risk Management Framework, Public Finance Management Act, Treasury Regulations and Minimum Information Security standards.

Personal Profile

I am a person who has good communication, numerical, analytical, report writing, motivational, problem solving and conceptualizing skills. Ability to work effectively, independently and efficiently under pressure. As an active citizen, I have a better understanding of legal, political, social, economic and international contemporary issues

Interest and Activities

I enjoy reading, watching movies, playing soccer, current affairs, going to church and playing computer games.

References

1. Colonel : F Ntshahi
Position : Operations Head (Pretoria Commercial Crime Unit)
Contacts : 011 421 2240
Email : _____
2. Ms : TP Makhuvele
Position : Chief Director: Professional (Public Service Commission)
Contacts : _____
EMAIL : _____
3. Ms : N Khanyile
Position : Chief Director (Department of Minerals and Energy)
Contacts : _____
Email : _____