

## CURRICULUM VITAE OF ADVOCATE MOTLATJO JOSEPHINE RALEFATANE

### Contact Information

*Physical Address* :

*Postal Address* : Same as above

*Facsimile* :

*Cell* :

*Email* :

### Higher Education and Qualifications

*1988* : Matric  
*School* : Lebowakgomo High School  
*Symbol* : "D" Aggregate

*1989* : Bookkeeping Diploma  
*Institution* : Integrity Business College

*1993* : B. Proc. Degree  
*Institution* : UNIN (University of Limpopo)

*1995* : LLB Degree  
*Institution* : UNIN (University of Limpopo)

*1996* : Admitted Advocate of the Supreme Court of SA.

*1997* : Certificate in Labour Relations  
*Institution* : University of Pretoria

*1995* : Computer literacy  
*Institution* : UNIN

*1999* : Certificate in Human Rights  
*Institution* : University of Pretoria

*2000* : Certificate in Land Reform

*2011* : Certificate in Audit Committee

*2009* : Certificate in Corporate Governance

<b><i>Institution</i></b>	:	Institute of Directors SA (IoDSA)
<b><i>2007 Institution</i></b>	:	Certificate in Directorship University of Witwatersrand (JHB)
<b><i>2014 Institution</i></b>	:	Certificate in 10000 Women Programme GIBS - University of Pretoria

## Leadership Role, Voluntary, Activist and Community Involvements

<b><i>2008-2010 Position</i></b>	:	Committee Member Community Development Portfolio
<b><i>Institution</i></b>	:	National Museum
<b><i>Duties</i></b>	:	Involved in community development matters
<b><i>Type</i></b>	:	Appointed by Council

<b><i>1991 – 1993 Position</i></b>	:	Member of the Disciplinary Committee
<b><i>Institution</i></b>	:	UNIN: representative student council (SRC)
<b><i>Duties</i></b>	:	Dealing with students' disciplinary hearings
<b><i>Type</i></b>	:	Elected by SRC

<b><i>1998-1999 Position</i></b>	:	Member of SAMWU disciplinary Committee (Northern Province)
<b><i>Institution</i></b>	:	SAMWU
<b><i>Duties</i></b>	:	Dealing with SAMWU members' disciplinary hearings
<b><i>Type</i></b>	:	Elected by SAMWU

<b><i>1999 – 2000 Position</i></b>	:	Acting Secretary of the Local Government Bargaining Council-Northern Province (SALGBC)
<b><i>Institution</i></b>	:	SALGA
<b><i>Duties</i></b>	:	Secretariat services, convening provincial meetings, preparing agenda, keeping minutes/records, involved in bargaining issues, keeping records, writing reports to members and SALGA etc.
<b><i>Type</i></b>	:	Deployment

<b><i>1992 - 1994</i></b>	:	Street Law Project
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**Position** Executive member  
**Institution** UNIN  
**Duties** : Awareness campaign and teaching communities on Human Rights  
**Type** : Elected by the University

**1994 - 1995**  
**Position** : Assistant  
**Institution** UNIN at its Legal Aid Clinic  
**Duties** : Consultation, Legal advice, Evaluation of cases, drafting legal documents, etc.  
**Type** : Volunteered to gain practical experience

**1998 – 1999**  
**Position** : Member of the Essential Services committee  
**Institution** SALGBC  
**Duties** : Developing terms of references for the committee, Compliance, attending meetings, Independent members of the Essential Services at forums to balance the interests of the employer and essential services workers, facilitating agreements between Unions and management/employer as to which employees should fall under essential services and which services should be designated as essential, approving Essential Services Policies etc.  
**Type** : Elected by SALGBC members

### Employment (Full-Time, Part-Time and Contracts)

**2011-March 2013**  
**Position** : Appeal Board Member of the Refugees Appeal Board  
**Institution** : Department of Home Affairs  
**Duties** : Adjudicating on Asylum Seekers/Refugee appeals and issue judgments  
**Type** : Contract

**1994 – 1995**  
**Position** : Tutor/Lecturer  
**Institution** : UNIN  
**Duties** : Lecturing Law of Evidence, Industrial Law, Company Law, Labour Law  
**Type** : Part-Time

**1996- 2009**  
**Position** : Tutor:  
**Institution** : University of South Africa (UNISA)

**Duties** : Lecturing Labour Law, Private law and Entrepreneurial law  
**Type** : Part-Time

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**1995 - April 1998**

**Position** : Senior Legal Advisor  
**Employer** : Eastern Gauteng Services Council  
**Duties** : Legal advice, Legal opinions, managing the employees, writing reports to Council, attending Council meetings, drafting of legal documents/agreements, review of legal documents, liaising of external attorneys (on litigation matters) and stakeholders, developing policies, dealing with land reforms, representing employer at the law making forums, bargaining forums, drafting, reviewing and interpreting by-laws, servitudes, community disputes on service delivery, training Union representatives on employer policies, dealing with employee disciplinary hearings, drafting employment contracts etc.  
**Type** : Full-Time Employment

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**1998 - August 2000**

**Position** : Head Chief Legal & Administration Services  
**Employer** : Pietersburg/Polokwane TLC  
**Duties** : Managing Corporate Services Department which included Records Section, Human Resources Section, Legal Section, Administration Section and Property Services Section,  
**Type** : Full-Time Employment

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**2011-2018**

**Position** : Conciliator and Arbitrator Panellist  
**Institution** : General Public Service Sector Bargaining Council (GPSSBC)  
**Duties** : Conciliating and Arbitrating of Disputes and issue Awards  
**Type** : Contract

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**2007-2011**

**Position** : Conciliator and Arbitrator Panellist  
**Institution** : SSSBC  
**Duties** : Conciliation and arbitration of disputes and issue Awards  
 Labour Dispute Resolution: Conciliate, Facilitate and Arbitrate Labour Disputes  
**Type** : Contract

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**2000-2006**

**Position** : Conciliator and Arbitrator  
**Duties** : Dispute resolution: Conciliate, Facilitate Mediate and Arbitrate Labour Disputes and issue Awards  
**Institution** : Commission for Conciliation, Mediation and Arbitration (CCMA)  
**Type** : Contract

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**2003-2006**

**Position** : Conciliator and Arbitrator  
**Duties** : Dispute Resolution: Conciliation and Arbitration of disputes  
**Institution** : ELRC  
**Type** : Contract

**2008-2010**

**Position** : Conciliator  
**Institution** : Pension Fund Adjudicator (PFA)  
**Duties** : Conciliating on pension benefits disputes  
**Type** : Contract

**2002-2005**

**Position** : Arbitrator and Conciliator  
**Duties** : Dispute Resolution: Conciliate and Arbitrate on Disputes  
**Institution** : National Bargaining Council for the Chemical Industry  
**Type** : Contract

**2009-2011**

**Position** : Land Dispute Mediator  
**Institution** : Department of Rural Development and Land Reform  
 Through Mediation and Transformation Practice (MTP)  
**Duties** : Dispute Resolution: Mediation/Conciliation of Land Disputes  
**Type** : Contract

**2011-2014**

**Position** : Land Dispute Mediator  
**Institution** : Department of Rural Development and Land Reform  
 Through Cheadle Thompson and Haysom Attorneys  
**Type** : Contract

## Directorship/Leadership and Committees

**2022-31 July 2025**

**Position** : Council Member  
**Institution** : National Heritage Council  
**Type** : Board membership  
**Functions** : Providing strategic directions

### National Heritage Council Committees

**Committee 1** : Audit and Risk Committee  
**Position** : Member

**Committee 2** : Social and Ethics Committee  
**Position** : Member

**01 Aug 2022 -31 July 2025**

**Institution** : Ditsong Museums of South Africa  
**Position** : Chairperson  
**Functions** : Providing strategic directions and chairing meetings

**2020-2023**

**Institution** : Playhouse Company  
**Department** : Department of Sports, Arts and Culture  
**Position** : Council Member  
**Functions** : Promoting arts and Culture

### Playhouse Company Committees

**Committee 1** : Finance Committee  
**Position** : Chairperson

**Committee 2** : Human Resources and Remuneration C  
**Position** : Member

**2018-**

**Institution** : International Board of Directors Association (IBODA)  
**Functions** : Managing and Regulating non-Executive Directors' Industry, Training, Compliance, good practice advocacy, Corporate Governance, placement, representation of members, etc.  
**Position** : President

**2020-**

**Institution** : Health Professions Council of South Africa (HPCSA)  
**Functions** : Regulating members of the health care Industry  
**Position** : Council Member

### HPCSA Committees

**Committee 1** : Ethics Committee  
**Position** : Member

**Committee 2** : Professional Practice Committee  
**Position** : Member

**Committee 3** : Executive Committee  
**Position** : Member

**2015-2019**

<b>Position</b>	:	Chairperson of Risk Management Committee (RMC)
<b>Institution</b>	:	Department of Health: Gauteng Province
<b>Duties</b>	:	Chairing the committee responsible for risks of the health care of the Gauteng province

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**2015-2019**

<b>Position</b>	:	Council Member
<b>Institution</b>	:	Ditsong Museum of South Africa (DMSA) Department of Arts and Culture
<b>Functions</b>	:	Collection and preservation of heritage assets
<b>Duties</b>	:	Exercise oversight and strategic direction

### **DMSA Committees**

<b>Committee</b>	:	Human Resource & Remuneration Committee
<b>Position</b>	:	Chairperson

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**2015-2019**

<b>Position</b>	:	Board Member and Chairperson
<b>Institution</b>	:	.ZA Domain Name Authority (ZADNA)
<b>Functions</b>	:	Managing domain name space Department of Telecommunications and Postal Services
<b>Duties</b>	:	Chairing board meetings etc

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**2013-2016**

<b>Position</b>	:	Board Member
<b>Institution</b>	:	South African Medical Research Council (MRC) Department of Health
<b>Functions</b>	:	Development of medical research/innovation
<b>Duties</b>	:	Providing strategic direction and oversight

### **MRC Committees**

<b>Committee</b>	:	Audit and Risk Committee
<b>Position</b>	:	Member

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**2013-2017**

<b>Position</b>	:	Board Member
<b>Institution</b>	:	Technology Innovation Agency (TIA) Department of Science and Technology
<b>Functions</b>	:	Funding businesses for science development and innovation
<b>Duties</b>	:	Providing strategic direction and exercise oversight

### **TIA Committees**



**Committee 1** : Risk, IT and Audit Committee  
**Position** : Member

**Committee 2** : Investment Committee  
**Position** : Member)

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**2012-2016**

**Position** : Chairperson: Appeals Adjudication  
**Institution** : Independent Tribunal for Social Assistance Appeals

**Duties** : Adjudicate appeals of SASSA dispute and issue Decisions

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**2011-March 2013**

**Position** : Appeals Adjudicator  
**Institution** : Refugee Appeals Board  
 Department of Home Affairs

**Duties** : Adjudicate appeals of foreign nationals sojourning in RSA

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**2004-2018**

**Position** : Founder and Member  
**Duties** : Project Management, Policy Development, Change Management, Transformation, Design Business Model, Business strategy and systems, Research, Drafting Legal Documents/Agreements, Compliance, Risk Management, forensic investigations, Business Diagnoses, Labour Law, Legal, litigation, Disciplinary hearings, Mediation  
**Institution** : MJ Ralefatane and Association cc

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**2010-September 2013**

**Position** : Non-Executive Director  
**Institution** : Road Accident Fund (RAF)  
**Functions** : Paying/compensating victims of the crushes/motor accidents  
**Duties** : Strategy and Directorship

### **RAF Committees**

**2010-2012**

**Position** : Chairperson of HR and Remuneration Committee (REMCO)  
**Institution** : RAF  
**Duties** : Chairing meetings

**201-2013**

**Position** : Audit Committee  
 Committee Member  
**Institution** : RAF

**2010-September 2013**

**Position** : Risk Management Committee  
 Committee Member



**Institution** : RAF

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**2007-2011**

**Position** : Non-Executive Director  
**Institution** : Gauteng Enterprise Propeller (GEP)  
 Department of Economic Development  
**Functions** : Development of SMMEs through Funding and training  
**Duties** : Provide Strategic Direction and oversight

### **GEP Committees**

**Committee** : HR and Remuneration Committee  
**Position** : Chairperson

**Committee 1** : Investment Committee  
**Position** : Committee Member

**Committee 2** : Business Development Committee  
**Position** : Committee Member

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**2010-December 2013** : Chairperson of the Audit and Risk Committee  
**Institution** : Ephraim Mogale Local Municipality  
**Functions** : Risks, Compliance, internal and external audit management, review of finances, performance Information etc.  
**Duties** : Chairing committee meetings, managing the activities of the committee, writing reports to Council, attend Council meetings for reporting etc.

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**2013-2015**

**Position** : Council Member and there after Chairperson of Council  
**Institution** : South African State Theatre (SAST)  
 Department of Arts and Culture  
**Mandate** : Develop and empower artists, provision of platforms/venues

### **SAST Committees**

**Committee 1** : HR and Remuneration Committee  
**Position** : Chairperson: relinquished when assuming Council Chairs

**Committee 2** : Audit and Risk Committee  
**Position** : Committee Member

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**2011-2017**

**Position** : Deputy Chairperson  
**Institution** : Luthuli Museum (LM)  
 Department of Arts and Culture  
**Mandate** : Collection, Management, Preservation of Heritage Assets

<i>Duties</i>	:	Strategic direction and oversight
<i>2017-2020</i>	:	Council Member

### **LM Committees**

<i>Committee 1</i>	:	Human Resource and Remuneration Committee
<i>Position</i>	:	Chairperson
<i>Committee 2</i>	:	Audit, ICT and Risk Committee
<i>Position</i>	:	Member
<i>Committee 3</i>	:	Finance Committee
<i>Position</i>	:	Member

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<i>2008-2011</i>	:	
<i>Position</i>	:	Council member
<i>Institution</i>	:	National Museum
<i>Duties</i>	:	Strategic direction of the Organisation

### **National Museum Committees**

<i>Committee 1</i>	:	Community Development Committee
<i>Position</i>	:	Member
<i>Committee/Portfolio 2</i>	:	Humanities
<i>Position</i>	:	Member
<i>Committee/Portfolio 3</i>	:	HR and Remuneration
<i>Position</i>	:	Chairperson

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<i>2008-2010</i>	:	Non-Executive Director/Board Member
<i>Institution</i>	:	Sedibeng Water Department of Water and Environmental Affairs
<i>Mandate</i>	:	Water and Sanitation Services
<i>Duties</i>	:	Strategy and Oversight

### **Other Independent Committees**

<i>2025-</i>	:	Audit Committee
<i>Position</i>	:	Member
<i>Institution</i>	:	Independent Police Investigative Directorate (IPID)
<i>Duties</i>	:	Internal controls, review of Financials and reporting

<i>2021-</i>	:	Remuneration and Reimbursement Committee
<i>Position</i>	:	Deputy Chairperson

**Institution** : South Africa Pharmacy Council (SAPC)  
**Duties** : Determination of remuneration philosophy

**2021-2024 Nov**

**Position** : Chairperson of Audit and Risk Committee  
**Institution** : Msunduzi and Ncube Museums  
**Duties** : Audit and Risk matters and Chairing meetings

**2015-2017**

**Position** : Member of Special Interest Group (SIG)  
**Institution** : Institute of Internal Auditors South Africa (IIASA)  
**Duties** : Proposing, Developing, Drafting and Reviewing of Internal Audit Rules and guidelines

**2016-2020**

**Position** : Remuneration and Performance Committee Member  
**Institution** : South African Local Government (SALGA)  
**Duties** : Performance and Remuneration Philosophy

**2013-2016**

**Position** : Audit and Risk Committee Member  
**Institution** : SALGA  
**Duties** : Auditing, Risk Management, Financial reporting and oversight of internal controls, managing internal and External Auditors

**2011-April 2014**

**Position** : Council Member  
**Institution** : Ekurhuleni East College  
 Department of Higher Education  
**Mandate** : Education and Training  
**Duties** : Strategy and Oversight

### **Ekurhuleni East College Committees**

**Committee 1** : Audit and Risk Committee  
**Position** : Chairperson

**Committee 2** : Human Resource and Remuneration Committee  
**Position** : Member

**2011-2017**

**Committee** : Audit Committee  
**Position** : Chairperson on second term  
**Institution** : South African Pharmacy Council

**2010-2012**

**Committee** : Gender Committee  
**Position** : Committee Member  
**Institution** : Black Lawyers' Association (BLA)  
**Duties** : Gender issues, Transformation, empowerment, human rights awareness, Equality, etc.

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**Ad Hoc:** : Acting Judge of the Labour Court  
**Duties:** : Presiding and issue judgements

### Memberships

**2019 -** : Memer of the Legal Practice Council (LPC)

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**2008 -** : Member of the IoDSA  
(Institute of Directors)

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### Achievements

**2013-2014** : Awarded the Scholarship to study at GIBS-University of Pretoria

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**1995** : Passed LLB postgraduate degree with three Distinctions: Criminal law; Human Rights; &Jurisprudence.

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**1995** : Represented University of the North (Limpopo University) in the International Moot Court on Human Rights and voted the best student/representative.

### References

**Name** : Mr. Maemo Chipu  
**Organisation** : Refugees Appeal Board  
**Position** : Chairperson of the Appeal Board  
**Cell** :

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**Name** : Ms Mandisa Tshikwatamba  
**Organisation** : Deaprtment of Sport, Arts and Culture  
**Position** : Deputy Director General  
**Cell** :  
**Email address** :

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*Name* : Dr M Mchunu  
*Organisation* : Msunduzi and Ncube Museum  
*Position* : Chairperson  
*Cell* :  
*Email address* :

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