

## **DR PHUMELELA TALENT VEZI**

**Doctor of Philosophy in Business & information management  
Masters of Management Sciences in Administration & Information Management  
Bachelor's Degree: Office Management & Technology  
National Diploma: Office Management & Technology  
Certificate: Municipal Administration**

Cell:  
E-mail:

### **CAREER OVERVIEW**

I obtained my National Diploma and Bachelor's Degree in Office Management and Technology (2012-2013) from Durban University of Technology. I also completed Municipal Office Administration and records management Programme Certificate at the Msunduzi Municipality (Local Government), completed Masters of Management Sciences in Administration & Information Management at Durban University of Technology, title of dissertation. I have 4 + years of consistent track record of efficient internal and external in local government administration, keen business acumen, commercial abilities and proven decision-making skills will allow me to make an immediate impact.

My target driven professional who is on a single-minded mission to develop and create sustainable relations with both external and internal stakeholders in the organisation. As a logical thinker I can be a successfully create Stakeholder Management Plan, develop policies, manage finances, analyse market trends, negotiate terms and generate a positive perception.

During a long and successful career, I have achieved many of the goals that I have set for myself, am now determined to become a key component and broaden my horizon even further.

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## KEY COMPETENCIES

- Strong ability to build and sustain relationships across diverse cultures and sectors in South Africa
  - Exceptional ability to work cooperatively with relevant stakeholders including industry associations and public & private entities
  - Team player who is solutions driven
  - All round administrative skills including stakeholder engagement and managing projects
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## FORMAL EDUCATION AND SHORT COURSES

2025	Doctor of Philosophy: Business and Information Management	Durban University of Technology
2019	<b>Master's Degree:</b> Management Sciences in Administration & Information Management	Durban University of Technology
2013	<b>Degree: B-Tech:</b> Office Management and Technology	Durban University of Technology
2012	<b>National Diploma:</b> Office Management and Technology	Durban University of Technology
2015	<b>Higher Certificate:</b> Municipal Administration	KMS College
2007	<b>Senior Certificate</b>	Mbizweni High school

## CAREER SUMMARY

TIMEFRAME	DESIGNATION	ORGANISATION
01/10/2017-present	Senior Housing practitioner	University of KwaZulu-Natal
04/09/2017- 01/10/2019	Supervisor (Assistant Manager)	University of KwaZulu-Natal
03/11/2013 – 30/08/2017	Senior Human Resources Practitioner (Recruitment & Selection Administration)	Msunduzi Municipality (Local Government)

## HIGHLIGHTS OF PROFESSIONAL EXPERIENCE

### 01/10/2017- To date – Senior Housing practitioner (Administration)

#### Key Performance Areas:

##### 1. Facilities and Building Maintenance

- Oversee the maintenance, repair, and functionality of all university buildings, including academic, residential, and administrative facilities.
- Develop long-term maintenance plans to ensure infrastructure longevity and cost efficiency.
- Implement preventative and corrective maintenance programs to minimize downtime and disruptions.
- Ensure buildings comply with health, safety, and environmental regulations, including accessibility and fire safety standards.

##### 2. Capital Projects and Infrastructure Development

- Collaborate with senior leadership in planning and executing infrastructure development and renovation projects.
- Ensure projects align with the university's strategic goals, timelines, and budget constraints.
- Work closely with architects, engineers, and contractors to oversee project execution and compliance with specifications.
- Monitor project progress, risks, and deliverables to ensure quality and adherence to agreed standards.

##### 3. Strategic Asset Management

- Develop and implement the university's asset management strategy to ensure optimal utilization and sustainability of assets.



- Oversee the entire asset lifecycle, including acquisition, allocation, maintenance, and disposal, in compliance with financial and regulatory guidelines.
  - Ensure the maintenance of an accurate and up-to-date asset register and coordinate periodic audits.
  - Establish policies and procedures for asset tracking, valuation, and depreciation management.
- 4. Team Leadership and Performance Management**
- Lead and mentor a team of asset and building management professionals, fostering a culture of accountability and continuous improvement.
  - Set performance objectives, conduct evaluations, and facilitate training and professional development opportunities.
  - Promote collaboration among departments to enhance operational efficiency and service delivery.
- 5. Financial and Budget Management**
- Develop and manage budgets for asset procurement, maintenance, and capital improvement projects.
  - Identify cost-saving opportunities and optimize resource allocation while maintaining service quality.
  - Monitor expenditures and prepare financial reports for senior management and stakeholders.
  - Support procurement activities by providing input on technical specifications and vendor selection.
- 6. Compliance and Risk Management**
- Ensure all university assets and buildings comply with regulatory, statutory, and university policy requirements.
  - Conduct regular risk assessments to identify potential threats to assets and infrastructure, implementing mitigation strategies.
  - Oversee security and access control measures to safeguard university property.
  - Liaise with legal and compliance teams to ensure adherence to applicable building codes and asset management regulations.
- 7. Stakeholder Engagement**
- Serve as the primary liaison between the university's management, academic departments, and external service providers.
  - Address faculty, student, and administrative concerns regarding facilities and asset-related matters.
  - Coordinate with government agencies, industry partners, and regulatory bodies on compliance and funding opportunities.
  - Develop and present reports to executive leadership on asset performance and strategic initiatives.
- 8. Reporting and Documentation**
- Prepare comprehensive reports on asset utilization, maintenance activities, and infrastructure projects.
  - Ensure proper documentation and record-keeping for compliance audits and management review.
  - Develop data-driven insights to support strategic decision-making regarding asset and facility investments.

### 1. Building Maintenance and Operations

- Ensure the upkeep, repair, and maintenance of university buildings, including lecture halls, residences, laboratories, and administrative offices.
- Plan and oversee routine inspections, preventive maintenance, and emergency repairs.
- Manage relationships with service providers for cleaning, security, and general maintenance.
- Ensure compliance with health, safety, and environmental standards across all facilities.



### 2. Campus Infrastructure Development

- Assist in planning and execution of campus infrastructure expansion and renovation projects.
- Work closely with architects, engineers, and project teams to ensure projects align with the university's strategic goals.
- Monitor project timelines, budgets, and quality standards.

### 3. Budget and Resource Management

- Develop and manage budgets for maintenance, repairs, and capital projects.
- Optimize the use of resources to ensure cost efficiency without compromising service quality.
- Track expenses and prepare financial reports for management review.

### 4. Compliance and Risk Management

- Ensure compliance with university policies, government regulations, and industry standards related to building maintenance and asset management.
- Conduct regular risk assessments for facilities, focusing on safety, fire hazards, and environmental sustainability.
- Implement measures to address potential risks and ensure business continuity.

### 5. Asset Management

- Maintain an up-to-date asset register for all university properties, equipment, and infrastructure.
- Oversee asset acquisition, allocation, and disposal in line with university policies and financial guidelines.
- Conduct periodic asset audits and condition assessments to ensure optimal use and longevity.
- Develop and implement asset maintenance plans to prevent deterioration and optimize performance.

### 6. Stakeholder Coordination

- Collaborate with academic departments, administrative units, and student bodies to address facility-related needs.
- Serve as the point of contact for maintenance requests and ensure prompt resolution.
- Liaise with external contractors, suppliers, and regulatory bodies.

## Key Performance Areas:



### 1. Recruitment and Selection

- Facilitate end-to-end recruitment processes, including advertising vacancies, screening applications, coordinating interviews, and issuing appointment letters.
- Ensure compliance with municipal hiring policies, employment equity, and legislative requirements.
- Maintain a talent pool and succession planning database to meet future staffing needs.

### 2. Employee Relations

- Provide guidance on workplace policies and procedures to foster positive employee relations.
- Address grievances, conflicts, and disciplinary matters in line with labor laws and internal policies.
- Act as a liaison between employees and management to promote a productive work environment.

### 3. Performance Management

- Assist in the implementation of performance management systems, including setting key performance indicators (KPIs) and conducting performance appraisals.
- Support departments in identifying training and development needs based on performance evaluations.
- Ensure compliance with the municipality's performance management framework.

### 4. Training and Development

- Identify skills development opportunities and coordinate employee training programs.
- Collaborate with training providers to implement professional development initiatives.
- Monitor the effectiveness of training programs and ensure alignment with organizational goals.

### 5. HR Policy Implementation and Compliance

- Ensure adherence to HR policies, labour laws, and municipal regulations across departments.
- Assist in the review and updating of HR policies to reflect changes in labour legislation.
- Provide advisory support on HR-related legal compliance matters.

### 6. Compensation and Benefits Administration

- Oversee the administration of employee compensation, benefits, and payroll processes.
- Ensure accurate record-keeping related to employee benefits such as pensions, medical aid, and leave entitlements.
- Provide guidance to employees on remuneration and benefits policies.

### 7. Employee Wellness and Support

- Implement wellness programs to promote employee well-being and work-life balance.

- Provide support services related to occupational health and employee assistance programs (EAP).
- Monitor absenteeism and implement strategies to improve employee health and productivity.

#### **8. HR Reporting and Data Management**

- Maintain accurate and up-to-date employee records in HR systems.
- Generate HR reports and statistics for management decision-making.
- Ensure confidentiality and proper handling of employee information in compliance with POPIA (Protection of Personal Information Act).

### **SKILLS & COMPETENCIES**

- Good writing & communication skills to produce the appropriate documentation and e-mail communication.
- Planning, organising & scheduling skills to undertake work-related tasks
- Project Management and Implementation According to the relevant Standards
- Excellent critical skills with high attention to detail as well as the ability to focus on the overall objective of a given task/project and strong understanding of working environment solutions
- SAP Navigation
- Knowledge of the Housing Act
- Rental Housing Act
- MFMA
- PFMA
- Computer literacy (Ms word, Ms Excel, Ms Teams, SAP, Power point and outlook)
- Municipal systems act 32 of 2000
- Higher Education ACT/ Statues/Rules
- Promotion of Information Act
- Labour Relations Acts
- Constitution of RSA
- Property Act

**LEADERSHIP:**

- Executive Trustee Member of ACSA 2022- (**Present**)
  - Member of the ACSA Council (**Present**)
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**REFERENCES**

1. Mrs XB Hulane: Former Human Resources Personnel Manager (Msunduzi Municipality)  
**Email:**  
**Contact No:**
2. Dr Calvin Mabaso (HOD: University of Johannesburg)- Academic Supervisor  
Email:  
Contact No:

**PERSONAL DETAILS:**

Name : Dr Phumelela Talent Vezi  
Date of Birth :  
Sex : Male  
Marital Status : Single  
Nationality : South African  
ID Number :  
Languages : Zulu, English  
Drivers Licence : C1 (Code 10)