

MELANIE ROY

Senior National Research Executive & Projects Manager

WORK EXPERIENCE (Recent)

Economic Research & Policy Institute Numsa

Senior National Research Executive & Projects Manager

Johannesburg

Jan 2013-Present

- Manage Projects and Strategic Implementation of Projects
- Planning & Strategy as well as Monitoring and Evaluation
- Organisational change and Behavioural Management
- Mine Health and Safety Projects and Committee Clusters
- Manage high quality research primarily to shape, inform and support social and other policy positions and provide, Strategic Leadership and Risk Management
- Represent the Institute at various forums with Tripartite stakeholder / Parliamentary Office both National and International Relations & Representation
- Experience in working with stakeholders from both Local and Global Markets (Trade Unions, Governments, Universities,
- and Academics and other Think tanks, International Labour Organisation (ILO) & Learning Hubs
- Assist Internal departments and External regions with research and policy analysis/development needs as well as strategic planning & Development of various reports Industrial Policy Analysis and Financial Management and change management strategies and Coordination
- Build capacity of departments and regions in order to develop policies in mine health and safety and behaviour change
- Stakeholder collaboration to advance policy positions as well as annual performance planning
- Provide strategic research and policy analysis and/or development support to the management of the organisation
- Assist in establishing a world-class resource centre within the organisation
- Coordinate and Manage Projects, Facilitate Workshops and Seminars, Stakeholder representation in all platforms
- Develop and Implement various Training Strategies in Health & Safety
- Skills Development programmes / Strategy Implementation and Needs Analysis
- Corporate Governance/Industry Expert at SETA Auto Chamber
- Excellent Management, Leadership and Multi-tasking skills
- Manage Projects and Strategic Implementation of Projects
- Monitoring and Evaluation, drafting of SETA proposals and management of project implementation and training schedules and WSP
- Facilitating compliance with the policies and procedures
- Ensure Effective Development of Skills Development Frameworks

WORK EXPERIENCE

Numsa : National Finance Coordinator

Jan 2010-2013

- Design and Change Management, policy analysis for the Finance Department and the 9 Regional Offices
- Providing management of budget expenditure for activities including financial reporting, Submission of Reports
- Management of Papers for conferences and Publications for the Finance Department Finance Committee
- Reviewing and checking regional financial statements for accuracy
- Develop & Maintain strategies & Maintain Internal communication
- Report any discrepancies / inaccurate entries in the preparing of financial statements by the 9 regional offices.
- Ensuring the necessary funds are being claimed using the correct budget allocated to them. e.g., Research budget / meeting expenses.
- Ensure corporate Governance is adhered
- Process, Budget requests for funds needed by the region and review costs requested with relevant documents supplied.
- Compile, compare, analyse, and report discrepancies on Compliance Report received, on funds allocated and reconcile with presented proof of payment and supporting documents etc.
- Process regional Imprest / financial statements / region financial requests
- Process National refund payments, reconciling, ensure legitimate claims are processed, preventing double payments.
- Project Management 9 regional offices Nationwide
- Research Financial Policies & Formulating standard document templates to be used / amend existing ones to meet current requirements as per CFO requests
- Advice, Planning, and development of strategies
- Analysis & Reporting on regional finances & meeting expenditure and variances
- Reconcile and maintain relations with service providers
- Electronic transfers and cheque payments
- Implementing cost Saving Measures for the Organisation
- Assisting in Drawing up of Strategic plans for Year and Budgets
- Knowledge and understanding of the Organisations objectives, processes, procedures Knowledge of Labour Legislation, GAAP Policies and procedures, Employment Equity, Government and its policies and Service delivery imperatives.
- Monitoring of Regional Compliance
- Financial, HR and general Management skill

WORK EXPERIENCE

Numsa Finance Dept: NATIONAL CREDIT MANAGER Jan 2001-2009

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- Debt collecting & Management of accounts & databases for 800+ Employers in the W. CAPE & MPUMA regions as well as providing service and support to 13000 NUMSA members in these regions client liaison with various other institutions like the Bargaining Council, Legal firms, liquidators, and other Government Institutions.
- Risk Management & Governance (GAAP & King Reports)
- Aim also capable of covering the entire credit control life cycle functions.
- Change Management, policy development and analysis
- Assisted Membership department as a team to have increased income received by membership, by R5 million from a period of 2002 to 2004.
- Assisted in boosting existing membership as well as potential membership
- Suggested new approaches to various regions & Employers to increase productivity
- Research in various sectors of the Economy
- Excellent trouble shooter
- Fleet Management of NUMSA Vehicles
- Asset Registry
- Reconciling of accounts, demand letters, 30-, 60- & 90-days
- Strategic account management as well as Time management
- Management with book value of R15 million

MAJOR ACADEMIC SKILLS

- ◆ Directors Training (IoDSA)
- ◆ NEBOSH International General Certificate (IGC) in Occupational Mine Health and Safety (in progress)
- ◆ Governance & Risk (PFMA, King Reports)
- ◆ Development Studies
- ◆ Human Resource Management
- ◆ Research Methodology
- ◆ Economics I & 11
- ◆ Management I, II, III
- ◆ Credit Management I, II, III
- ◆ Credit Management Experiential
- ◆ Credit Management IV
- ◆ Strategic Management Module I
- ◆ Strategic Management Module II
- ◆ Strategic Implementation
- ◆ Law for Credit Managers I, 11,111
- ◆ Business Management I & 11
- ◆ Effective Communication
- ◆ Financial Accounting
- ◆ Computing I, II
- ◆ Research Methods in Development Studies
- ◆ Research Analysis & Reports
- ◆ Sustainable Development, Policy Practice and Environment / Social Science

ACADEMIC RECORD



- ◆ **UNISA PhD (in progress)**
2026: Doctor of Philosophy Development Studies (Digitization 4IR, Mechanization and Automation Ecosystems)
- ◆ **UNISA: Master Degree**
2024: MA Master's Degree in Development
- ◆ **UNISA: BACHELOR OF ARTS *HONOURS***
2016 BA Bachelors of Arts Honours Degree
- ◆ **UNISA: BACCALAUREAUS TEHCNOLOGY**
BTECH Economic & Management Science Degree
2012 Majoring in Economics, Management, Strategic Management & Project Management
- ◆ **UNISA: National Diploma Credit Management**
2011: Majoring in Financial Accounting
- ◆ **UNISA: National Certificate**
2003: Credit Management
Majoring in Management

Leadership Roles in Board and Advisory Committee

- Mine Health and Safety Council Board Member June 2023 to Present
- Merseta Expert Advisor: Auto Chamber
- Productivity SA Project Advisory Committee Member