



# FIHLEKILE WILSON MAGWANDANA

## SUMMARY

Visionary executive with progressive public, private sector background and record of accomplishments. Brings focus on growth, confidence in decision-making and expertise in leading organisations through periods of change and development. Articulate and driven with top strengths in relationship-building, planning and operational problem-solving.

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## EXPERIENCE

**June 2024 –**  
**Executive Head: Office of the CEO**  
**Gauteng Tourism Authority | Johannesburg**

Ensure the seamless integration of the GTA functions, units and liaison with internal and external stakeholders.

Monitor the implementation of the APP and AOP, against set targets.

Act as a liaison, and maintain open lines of communication among senior executives, board members, shareholder, middle management, and administrative staff.

Ensure that audit findings from the AG and internal audit are tracked per the audit action plan and report to internal and external structures.

Ensure that performance agreements aligned to overall organizational objectives are signed and regular performance reviews conducted, facilitate informed dialogue and engagement with stakeholders, thereby enhancing the overall governance and strategic alignment of the organization.

Support organizational planning, alignment, and performance tracking.

Provide support to the CEO in the execution of monthly, quarterly and annual business reviews.

Analysis of the entity's performance, prepare and interpret data, examining trends, and transforming information into practical insights.

Collate information from previous strategic plans and provide a baseline for the next 5-year strategic plan.

Combined assurance for audit between internal and AGSA on the performance report of the GTA.

Prepare and present reports to the CEO, EXCO and Board on audit outcomes and risk management including provincial structures (EMT & SMT).

Support the incorporation of risk management into the organizational strategy and decision-making.

Supervise three business units (Corporate Services, Strategy & Planning and Stakeholder Relations).

Review and alignment of organizational plans (strategic plan, annual performance plan and annual operational plans).

Monitoring, evaluation and reporting

Risk Management, internal audit oversight and reporting to the DED.

Review and quality assurance of monthly, quarterly and annual reports.  
Review and develop HR policies and procedures  
Coordinate HR operations committee

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**September 2023 - May 2024 (Resigned)**  
**Head of Strategy, Support and Governance**  
**South African Human Rights Commission | Johannesburg**

Provide leadership, direction, and advice to the Strategy, Support and Governance Unit.  
Development of strategic plans, annual performance plans, quarterly reports and other plans.  
Coordinating the strategic planning session.  
Alignment of the budget and plans to the MTEF and MTSF  
Ensure the effective promotion and practice of good corporate governance, including internal audit practices.  
Driving the planning process within the Commission  
Development, monitoring and evaluation of the APP, SP and AOP  
Oversee and ensure the provision of an effective communications service.  
Provide strategic advice, leadership and direction with regards to the management of stakeholders and intergovernmental relations.  
Development of the annual report and leading the external audit on performance information

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**August 2022 - August 2023 (Resigned)**  
**Acting Chief Executive Officer**  
**Mpumalanga Regional Training Trust (MRTT) | eMalahleni**

Provide strategic direction to the MRTT senior management, forecast and decide on the type, quality and quantity of services to be rendered.  
Negotiate with various SETAs, government and other key parties, at provincial and national level.  
Set and achieve Annual Performance targets of MRTT.  
Ensure that the annual performance targets for each programme are achieved.  
Evaluate the performance of all senior managers.  
Set and achieve financial targets for MRTT.  
Initiate, negotiate and source additional funds for training and development.  
Initiate, negotiate and source donor funding from industry and commerce and manage MRTT's operations.  
Ensure that operational systems are in place to support MRTT strategy and proper staffing of the entity.  
Ensure the implementation of the corporate strategy.  
Ensure the implementation of Mpumalanga Innovation and Skills Hub.  
Ensure that the training & development of the Senior Management and Staff take place in the organization.  
Instil good governance within MRTT and ensure compliance with corporate governance regulations.  
Submit management reports to all stakeholders, i.e. Board of Directors, Department of education, MEC, Office of the Premier and Legislature

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**March 2019 - August 2022 (Seconded to Act as CEO)**

**Manager Strategic Planning and Performance Information  
MRTT (Entity of the Dept. of Education in Mpumalanga | eMalaheni**

Compilation and preparation of the APP linked to the MTEF.  
Preparation and compilation of the performance information plan.  
Coordinate and respond to questions from the legislature, SCOPA and provide progress on house resolutions.  
Develop and manage the performance information framework and standard operating procedures.  
Coordinate planning in the organization and organizing the strategic planning session according to the government planning cycle.  
Setup systems to analyse, report and use performance information.  
Prepare for performance information audits.  
Facilitate the preparation of the strategic plan and the annual performance plan, and the annual report for approval by management and the executive authority.  
Collate and develop monthly, quarterly and annual reports including assessing, monitoring and verification of evidence.

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**December 2013 - February 2019 (Resigned)  
Deputy Director: Strategic Planning and Reporting  
Department of Economic Development Department | Pretoria**

Manage and facilitate departmental planning and reporting processes (APP process).  
Processes necessary to ensure the required compliance to planning and reporting in terms of government prescripts, regulations and legislations.  
Oversee and compile the annual report and departmental service delivery improvement plan.  
Manage the monitoring of the annual performance plan and budgetary outputs and deliverables.  
Manage and facilitate departmental monthly and quarterly performance reporting, perform policy reviews, budget and strategy alignment.  
Support the development and facilitation of departmental monitoring and evaluation systems and performance auditing.  
Compiling and analysing monitoring and evaluation reports, present reports, improvement plans and progress reports to MANCO.  
Conducting bi-annual reports to assess the performance of the department.  
Assist in the development of operational plans for the branches, programmes and the department as a whole.  
Alignment of departmental plan, measurable objectives and performance indicators to the National Development Plans.  
Development of the departmental 5-year strategic plan and annual performance plan.  
Presentations to the Portfolio Committee on departmental performance.  
Assisting with the coordination and monitoring of the Service delivery implementation plan (SDIP).  
Provide support to provincial departments of Economic Development in the strategic planning sessions.  
Align the APP of the provincial departments of Economic Development to the NGP, NDP and MTSF etc.  
Review quarterly reports of the provincial Economic Development department.  
Provide support to the LED forums of district municipalities.

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**November 2010 - December 2013 (Contract)**

**Assistant Manager: Strategic Planning**  
**Free State Provincial Treasury | Bloemfontein**

Assist in facilitating strategic planning sessions, review departmental performance and monitor the attainment of predetermined objectives and targets as contained in the Annual Performance Plan.

Compile quarterly performance reports, annual report and oversight reports.

Develop the program of action (PoA) G & A cluster report.

Assist with the co-ordination of the MEC's budget speech.

Identify, co-ordinate, monitor and report departmental budget injunctions.

Co-ordination and reporting on the Management Performance and leading the Assessment tool (MPAT).

Advising on measures to be undertaken to improve departmental performance on MPAT.

Advising and presenting on MPAT improvement plans, and monitoring and evaluation of program performance through quarterly reports.

Interactions with the AGSA to resolve queries on non-financial performance.

Collecting and analysis programs performance via IYM model and maintaining the Portfolio of Evidence on a quarterly basis for internal and external audit purposes.

Assisting programs and sub-programs in crafting their performance indicators and targets for the APP and operational plans.

Compiling, analysing and reporting on the, annual performance plan, annual report, strategic plan and quarterly reports.

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**May 2009 - June 2010 (Resigned to join public sector)**

**Human Resource Manager**

**Comsel Eighteen t/a Kanimambo | Pretoria**

Approve Leave, Training & Sick leave

Induction guides and Induction sessions

Contract Management (Consultants)

Employment Equity targets & reporting

Review and update HR policies and procedures

Legal risk matters (compliance to LRA, BCEA, OHSA & CCMA)

Performance Management (KPA, KPI) and Job descriptions

Posting internal positions & handling responses

Conduct exit interviews

Advise management on policy reviews & amendments of legislations

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**July 2007 - April 2009 (Promotion)**

**Employment Equity - Account Manager**

**Comsel Eighteen t/a Kanimambo | Pretoria**

Drive employment equity, diversity and HIV/AIDS awareness programs.

Assist with the development of employment equity policies, strategies, processes and templates.

Advise employees and line management on matters pertaining to employment equity, diversity management.

Coordinates the process of aligning human resource policies, practices and procedures with employment equity targets and legislation

Develop the procedure for resolving employment equity conflicts and disputes.

Assist with monitoring and evaluation of employment equity projects.

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**January 2007 - July 2007 (Promotion)**

**Account Manager & IT Recruiter  
Comsel Eighteen t/a Kanimambo | Pretoria**

Account management to identifying new opportunities  
Contract extensions for current consultants, industrial relations issues  
Maintain and grow business with existing clients through conducting surveys for development strategies  
Client invoices and Payments  
Consultant's retention strategies Quality of Service Meetings  
Training requirements and plans  
Internal communications strategies  
Rate negotiations & quotations to clients & consultants briefing and debriefing both clients & applicants before and after interviews  
Recruitment for permanent & contract requirements

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**June 2005 - December 2006 (Resigned)  
Site Agent & Recruitment Consultant  
Adecco Recruitment Services (Home Affairs project) | Pretoria**

Client's production targets are met as per SLA  
Payroll administration for all 470 temps  
Client's requirements are met as set out in the SLA  
Sourcing and interviewing temps  
Induction and orientation of new temps  
Administration of leave, ID cards and restructuring of temps  
Signing temp contracts  
Managing 4 supervisors and 10 lead operators  
Staff motivation  
Liaising with top management of both clients to maintain client satisfaction  
Maintain discipline and disciplinary procedures  
Coordinating interviews with clients

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**October 2004 - May 2005 (Promotion)  
Branch Administration & Recruitment  
Adecco Recruitment Services | Johannesburg**

Maintaining existing business and registering candidates for employment  
Managing legal risk matters (no CCMA cases due to branch mistakes and negligence)  
Managing safety matters (IOD's under control) and financial risk management (financial risk matters pertaining to temps and branch as a whole)  
Debtor's age under control and accurate management account for the branch and creditors for payments (OR forms)  
Recruitment for clients and assessments for suitability  
Compiling interview documentations and specifications for new positions  
Conducting X-pert tests  
Responses to unsuccessful applicants  
Advertising vacant positions and conducting credit, reference and academic checks

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**June 2001 - September 2004 (Promotion)**

**Site Manager-Recruitment Consultant**  
**Adecco Recruitment Services (OR Tambo Airport) | Johannesburg**

Controlling of timesheets as per client's demands  
Handling disciplinary processes  
Ensuring that clients requirements and procedures are adhered to  
Screening and interviewing permanent and temporary placements  
Constantly searching and sourcing candidates and arranging clients and candidate's interviews  
Confirming placements details with clients and candidates and forwarding placements details to head office for invoicing and salaries  
Follow up on all placements on a regular basis  
Ensuring documentations are completed with regards to placements and invoicing procedures  
Constantly improving own skills and methods of sourcing candidates and matching CVs to client specifications  
Joint interviews with clients  
Searching for candidates (Career junction & Pnet)  
Advertising on career junction & Pnet  
Debriefing clients and candidates before and after interviews  
Credit, qualifications and reference checks.

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**April 2000 - June 2001 (Promotion)**  
**Baggage Handler (Acting team Leader)**  
**Adecco Recruitment Services (Swissport) | Johannesburg**

Sorting Luggage's according to destinations  
Ensuring the safety of luggage's  
Counters for Check-ins  
Reporting lost and damaged luggage's

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**EDUCATION**

January 2020 - January 2022

**Master of Arts** | Governance and Political Transformation  
University of the Free State, Bloemfontein, FS

January 2020 - January 2020

**Bachelor of Public Administration** | Public Administration (Honours)  
Management College of Southern African (MANCOSA), Pretoria, GP

January 2017 - January 2019

**BTech** | Public Management  
Tshwane University of Technology, Pretoria, GP

January 2015 - January 2017

**National Diploma** | Public Management  
Tshwane University of Technology, Pretoria, GP

January 1999 - January 2012

**National N Diploma** | Human Resource Management Motheo  
FET College, Bloemfontein, FS

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**Board Membership and Committees**

- Advisory Board Member – eKasi Entrepreneurs
  - Black Management Forum - Policy and Research Committee
    - National Events Committee
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#### **Committee Interactions**

- Mpumalanga Provincial Legislature
  - Audit Committee
  - Technical and Marketing Committee
  - Board of Directors
  - Risk Management Committee
  - Training Committee
  - Employment Equity Committee
  - ICT Committee
  - Finance and Remuneration Committee
  - Policy Review and Oversight Committee
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#### **Skills and Knowledge**

Computer skills - Communication skills - Problem solving skills - Orientation Skills - Team player and take initiatives - Management Skills - Diversity Management - Account Management Skills - Financial Management Skills - Leadership Skills - Planning Skills - Monitoring and Evaluation Skills - Project Management Skills - Strategic Planning and Reporting - Presentation Skills – Human Resource Management Skills

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#### **Workshops and Training Attended**

- Mentoring and Training
  - Course on disciplinary processes and procedures
  - Strategic Planning and Annual Performance Plans, including new Treasury Regulations --- Afrec
  - Public Sector Monitoring and Evaluation – University of Stellenbosch
  - Project Management – Masana Consultants and Conferencing
  - Planning Implementation Programmes – Department of Planning, Monitoring and Evaluation
  - Project Management – Pro-Active Public Service College
  - Institute of Directors in Southern Africa - Corporate Governance and Board Effectiveness and Financial Insights for Non-Financial Directors
  - University of Pretoria course in Monitoring and Evaluation in the Public Sector
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#### **REFERENCES**

Pieter Knoetze  
General Manager  
Strato Staff

Thembinkosi Gamlashe  
Acting Chief Director Corporate Services  
Economic Development Dept

Bongani Hlatshwayo  
Acting Chief Financial Officer  
Mpumalanga Regional Training Trust

Gordon Letlhogile  
Director Strategic Management  
North West Provincial Treasury

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**DRIVING LICENCE**

- Category B