

CURRICULUM VITAE OF MR. JACOB JACO BOBEJE

PERSONAL DETAILS

QUALIFICATIONS

MATRIC - 1993

Military Service 44 Parachute Brigade – 1994

Telkom Technician Course – 1995 - 1997

POSTGRADUATE DIPLOMA IN LABOUR

UNIVERSITY OF JOHANNESBURG

Completed: 01/12/2005

BACHELORS IN MANAGEMENT AND LEADERSHIP (BML)

UNIVERSITY OF THE FREE STATE

Completed: 01/09/2002

MASTER IN BUSINESS ADMINISTRATION

REGENISEYS BUSINESS SCHOOL

CURRENTLY BUSY

Executive Management Development program

UNIVERSITY OF THE FREE STATE

COMPLETED END OF April 2018

EMPLOYMENT DETAILS

DATE OF OCCUPATION: 31/10/2017 - PRESENT
POSITION: DIRECTOR (Public Works -
Health Portfolio
COMPANY: DEPARTMENT Roads and Public Works

KEY RESPONSIBILITIES

STRATEGIC FUNCTIONS

- Manage Health Portfolio totalling R2.8 Billion
- Implementation of Maintenance Plan for health facilities
- Project Management for the construction of new health facilities in the province
- Stakeholder Engaging with relevant stakeholders (contractors , client departments)
- Staff management and approval of finance and operational budget.

DATE OF OCCUPATION: 01/07/2016 – 31/10/2017
POSITION: DIRECTOR (Internal Audit, Risk
Management, Financial Inspectorate)
COMPANY: DEPARTMENT Roads and Public Works

KEY RESPONSIBILITIES

STRATEGIC FUNCTIONS

Investigate financial misconduct.

- Advise the Executive Authority, Head of Department and other stakeholders on Risk matters.
- Do Departmental audits.
- Facilitate the implementation of the Provincial Risk Strategy
- Conduct compliance audits.
- Work closely with the Auditor General audit queries.
- Chair different Risk and Audit committees.

DATE OF OCCUPATION:

01/06/2013 -31/06/2016

POSITION:

DIRECTOR

COMPANY:

**DEPARTMENT ECONOMIC
DEVELOPMENT& TOURISM**

KEY RESPONSIBILITIES

STRATEGIC FUNCTIONS

Reporting to Executive Manager: Enterprise Development, the employee will:

- Advise the Executive Authority, Head of Department and other stakeholders on SMME matters.
- Manage and support the provincial partnership with SEDA and related enterprise support agencies.
- Establish, sustain and enhance a full network of entities and institutions for the support (financial and non- financial) of enterprises.
- Facilitate the implementation of the Provincial Integrated SMME strategy.
- Facilitate business skills development, incubation and capacity building (business Operations) for SMME's across sectors.
- Manage the stakeholders in the space of enterprise development.
- Manage SMME data-base and business plans appraisals to facilitate access funding.
- Identifying and bring to fruition SMME Opportunities.
- Develop and ensure implementation of the provincial incubation strategy.
- Ensure product development of SMME's that have a definite market or market potential to expand
- Manage the units overall personal and performances.

DATE OF OCCUPATION: 01/11/2010 – 31/05/2013
POSITION: CHIEF EXECUTIVE OFFICER
COMPANY: NORTHERN CAPE GAMBLING BOARD

KEY RESPONSIBILITIES

- Create a leadership presence within the Northern Cape Gambling Board to provide strategic direction in the NCGB and that enhance the brand, credibility, reputation and positive image Of the NCGB.
- Manage the development, compilation, implementation, review, assessment and update of corporate strategy and business plan to ensure that strategic, operational and business planning and management is aligned to strategic objectives of the NCGB.
- Facilitate the budgeting process and planning in the NCGB and monitor the development, compilation, implementation, adjustment and review of capital and operational budget to ensure and realize achievement of the business plan.
- Oversee the development and monitor implementation of organizational and employee performance management system to ensure that the performance targets are achieved within prescribed timelines.
- This includes ensuring the following activities:
 - ensuring that at least quarterly performance reports are compiled and submitted in the prescribed report format
 - ensuring that all Managers have and sign performance agreements and contracts within prescribed time
 - ensuring that all staff have updated job descriptions and performance scorecards if applicable
 - ensure that all staff have individual learning plans linked to performance scorecards and job descriptions
 - ensuring that there is strict adherence to performance management policy and processes and that all performance reviews are conducted within prescribed time.
- Develop, foster, manage and review key relationships with various stakeholders to ensure a fair representation of the NCGB in various structures that NCGB interacts and seats in so that its interests and views are represented, understood and reflected in the progression of development agenda of South Africa and other places that NCGB operates or plans to operate in. This includes the
- following:
 - coordinating the convening of strategic stakeholder forums in NCGB
- Server as Spokesperson for the NCGB to ensure that consistent messages are communicated to internal and external stakeholders so that the NCGB profile and image is enhanced and maintained.

- This includes the following activities:
 - working towards achieving the targets set for communications
 - ensuring the CEO facilitates and lead all communication initiatives
 - ensuring that there is a smooth communication and dissemination of accurate and updated information about the operations and activities of the NCGB to all stakeholder structures in the Board
- Develop, monitor the implementation, review and update the delegations of powers and authority to determine and allocate management delegations and ensure that the approved delegations are adhered to and implemented conclusively.
- Strategically manage the use of resources (i.e. financial, human, assets and equipment etc) so that a value for money service is delivered to the NCGB. This includes the following:
 - overseeing the management, maintenance and safeguarding of assets and equipment in NCGB to ensure that all assets and equipment are used and managed in an effective, efficient, economical and transparent way
 - overseeing the maintenance of assets register at all times in order to protect NCGB assets against any possible risks/losses
- Provide strategic and sound management advice to the Board and NCGB so that the decisions taken by the Board and NCGB are legally sound and compliant to the parameters of South African laws.
- Ensure compliance and adherence to Constitution, applicable laws, regulations, policies and rules within and outside the gambling and racing industry to ensure that the NCGB activities are in accordance to the parameters and confines of the legislation.
- Provide advice and guidance to the Board of Directors on corporate governance, as well as compliance to applicable legislation and regulations. This includes the following:
 - overseeing the provision and management of secretariat services to the Board of Directors, Board meetings and Board Committees to ensure smooth running of meetings
 - performing a role of convener of Board meetings
 - oversee the appointment of the new members of the Board to ensure that those governance structures are set as per legislative requirements
 - ensure independence of Audit Committee and Internal Audit
- Oversee the provision of secretariat function to the Board of Directors and its Committees to ensure that it operates and complies with the legislative requirements and fulfils the roles and functions defined in the Northern Cape Gambling and Racing Act, No 6 of 1996. This includes the following activities:
 - ensuring that the secretariat support provided to the Board and its Committee is of highest standards i.e. Board packs are submitted within required times, board pack consisted of all required information etc.
 - oversee the coordination of Board meetings and Board activities, as well as advising the Board on various matters

- oversee the development, compilation and distribution of agenda and documentation packs
- ensure the recording, capturing and distribution of minutes of meetings
- ensure the compilation and updating list and contact details of members of the Board of Directors
- ensure the development and implementation of meeting schedules
- provide support to the Board on the streamlining of decisions and developing plans to implement decisions following up and ensuring implementation of resolutions and decisions of the Board of Directors
- ensuring that travel arrangements of the Board are made
- overseeing the processing of Board Members claims
- ensuring communication of Board decisions and resolutions to internal and external stakeholders
- Lead the design, compilation, consolidation and submission for approval of annual report to ensure that the NCGB activities are correctly captured and presented in the prescribed format.
- Develop, implement, manage and review the reporting processes in the NCGB to ensure compliance to various reporting requirements and that management reports are compiled and submitted as perprescribed reporting requirements. This includes the following:
 - providing regular reporting to the Board of Directors and Management Team to enhance strategic decision making within the NCGB
 - ensuring that the Board and Management Team are advised of relevant issues and are in a position to take informed decisions
- Represent the NCGB and the Board of Directors in various forums and structures to share and communicate the vision, strategic agenda and mandate of the NCGB, including the programs and projects it is involved in or managing. Includes the following:
 - managing relationships between the Secretariat and the Board to understand the Board's needs, requirements and expectations of the Secretariat.
- Lead, manage and empower staff in NCGB to ensure that staff meets the departmental objectives in line with broader organizational objectives and requirements, as well as resource constraints. This also includes the following activities:
 - making inputs in the development, review and updating of performance scorecards and job descriptions on yearly basis, as well as direct involvement on implementation of performance management systems and attending to other staff management matters in the Department.
 - involved in instilling culture of performance in staff
 - in liaison with HR, responsible for identifying, documenting, sourcing, implementation and assessment of training and development interventions required by staff. Also involves development of individual employee training needs and gaps and facilitate the process of closing the training gaps
 - in liaison with HR, responsible for instilling discipline in staff and adhering to approved or good practice disciplinary processes. Mainly attends to the

disciplining non-performing staff members, as well as ensure that staff's grievances are attended to immediately

- in liaison with HR, responsible for ensuring assistance of employees with personal or work related problems through sourcing of tried and tested employee assistance programs from credible professionals.
- in liaison with HR, responsible for motivating staff and ensuring that staff concerns are attended to immediately to ensure that staff view NCGB as an employer-of-choice.

- Commission various research studies in gambling and racing industry and any other topics so that NCGB can make a footprint in the research and knowledge sharing arena.

DATE OF OCCUPATION: **01/04/2007 TO 31/11/2010**

POSITION: **PROVINCIAL MANAGER**

COMPANY: **ABSA, KIMBERLEY**

KEY RESPONSIBILITIES

- Performance of the Northern Cape Province for small business
- Strategic planning
- Manage the activities of the branches, stakeholder meetings, internal and externally
- Government Departments, Provincial advisory Board meeting area leadership meetings.
- Develop business plans and budget for the province
- Analyze the market and Provincial trends and steer business in right direction
- Human Resource Management and Development
 - Effective handling of disciplinary and conflict matters
 - Performance management
 - Ensuring Training Plans are in place for the region
 - Assessments and Filling of vacancies on time in the region
 - Staff retention and reward policies are in place and implemented.
- Financial Management
 - Make sure the branches spending are in line with budget
 - Loan book are grown and also achieve contracted financial targets
- Risk Management
 - Make sure branches and provinces adhere to risk policies, and safety regulations
 - Quarterly health and safety inspections in the branches
 - Adherence to FICA, FIAS, CASA, NCA, Securities, and ATM availability.

Engage with credit on regular basis to growth loan book and review applications

Engage with different Agri forums and relevant government departments.

- 1 Business and Operations Management**
- 2. Business Growth and Delivery of Value Proposition**
- 3. Development Impact Mandate**
- 4. Customer Value and Stakeholder Management**
- 5. Financial Sustainability**

6. Governance, Risk and Compliance Enablement
7. Departmental and People Management

DATE OF OCCUPATION: 01/04/2006 – 01/04/2007

POSITION: REGIONAL MANAGER

COMPANY: ABSA, KIMBERLEY

KEY RESPONSIBILITIES

- Leading a small Business team within the region to exceed value targets and customer satisfaction
- Creating sales plan for maximizing value with the available resources
- Ensure that all staff understand the sales area
- Clear and Effective Leadership
- Leading team and stakeholders through changes within the industry
- Ensure the small Business strategic objectives are achieved and results realized
- Provide timeous feedback to Provincial Managers on Performance
- Strategic Planning
 - Manage the activities of the branches stakeholders meeting internally and stakeholders
 - Government Departments, Provincial advisory Board meeting area leadership meetings.
 - Develop business plans and budget for the province
 - Analyze the market and Provincial trends and steer business in right direction
- Human Resource Management and Development
 - Effective handling of disciplinary and conflict matters
 - Performance management
 - Ensuring Training Plans are in place for the region
 - Assessments and Filling of vacancies on time in the region
 - Staff retention and reward policies are in place and implemented.
- Financial Management
 - Make sure the branches spending are in line with budget
 - Loan book are grown and also achieve contracted financial targets
- Risk Management
 - Make sure branches and provinces adhere to risk policies, and safety regulations
 - Quarterly health and safety inspections in the branches
 - Adherence to FICA, FIAS, CASA, NCA, Securities, and ATM availability.
 - Manage all operational processes, and procedures and also actively manage and control SLA's with stakeholders

DATE OF OCCUPATION: 30/06/2004 – 21/03/2006

POSITION: AREA MANAGER

COMPANY: ALL PAY, BLOEMFONTEIN (FINANCIAL SERVICES)

KEY RESPONSIBILITIES

- Forging close working relationships with the Department of Social Development
- Responsible for payment on all social grants in the Province
- Growing the business in the Southern Free State

DATE OF OCCUPATION: 01/04/2001 – 01/06/2004

POSITION: SPECIALIST

COMPANY: TELKOM, PRETORIA

KEY RESPONSIBILITIES

- Performing Project management duties
- Responsible for the roll out of Projects
- Writing of Business cases and also financial performance of Projects
- People and Resource Management

DATE OF OCCUPATION: 01/06/1997 – 21/03/2001

POSITION: OPERATIONS MANAGER

COMPANY: TELKOM, BLOEMFONTEIN

KEY RESPONSIBILITIES

- Running of the whole call centre
- People management
- Performance Management
- Operational Management
- Managing of the call centre

BOARDS SERVING

Board member of the Northern Cape Liquor Board

Board member of the Northern Cape Gambling Board