

# KENEILOE MOKOATLE

VOLUNTEER COUNSELLOR (TRAINEE)

## PROFESSIONAL OVERVIEW

Senior Human Resources and Governance Professional with more than **15 years of progressive leadership experience** across diverse sectors including oil and gas, agriculture, manufacturing, financial services, and professional services. Demonstrated expertise in **strategic human resources management, labour relations, organisational development, governance compliance, transformation reporting, and workforce strategy**. Possesses a strong background in ensuring organisational compliance with South African labour legislation and regulatory frameworks, including the Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Occupational Health and Safety Act (OHS), and the Skills Development Act. Experienced in aligning people management practices with organisational objectives while promoting fair labour practices, equality, employee wellbeing, and ethical workplace governance. Currently serving as a **Volunteer Counsellor (Trainee)** with the South African Depression and Anxiety Group (SADAG), providing emotional support and crisis response services. This role demonstrates commitment to **public service, mental health advocacy, social justice, and community empowerment**. Recognised for strong leadership in **ethical governance, stakeholder engagement, dispute resolution, policy development, and institutional compliance**, contributing to transparent and accountable organisational

## WORK EXPERIENCE

### Volunteer Counsellor (Trainee) Part-Time

SADAG (South African Depression & Anxiety Group) | FEB 2026- Present

Provide crisis counselling and emotional support services to individuals experiencing psychological distress, including depression, trauma, and anxiety.

Key Responsibilities:

- Provide telephonic and online emotional support to individuals in crisis.
- Apply active listening and psychological first-response techniques
- Provide referrals to appropriate healthcare and mental health professionals
- Maintain strict confidentiality and ethical counselling practices
- Contribute to public awareness campaigns focused on mental health advocacy

Key Impact:

- Support vulnerable individuals experiencing psychological distress
- Promote community awareness regarding mental health and access to support services
- Strengthen empathy-based communication and conflict management capabilities

This role reinforces my commitment to **community service, human dignity, and social wellbeing**.

## EDUCATION

### Bachelor of Commerce Honours HRM degree (current)

Mancosa  
2025

### National Diploma Labour Relation

Tshwane University Technology  
2006

### Certificate Human Resource Management

UCT Getsmarter  
2015

## PROFESSIONAL DEVELOPMENT

**Sage-** Pastel Payroll & HR  
(Advanced)

**SAP-** End User Training

**Labour Guide** - Chairing  
Disciplinary Hearings

**SADAG-Volunteer** Counsellor  
Training (current)

## WORK EXPERIENCE

### HR Consultant (Self-Employed)

Phila Mvemvane trading, Soweto | APR 2022- FEB 2026

Provided strategic and operational HR advisory services to multiple organisations across sectors.

#### Key Responsibilities:

- Develop and implement HR strategies aligned to organisational objectives
- Provide guidance on labour legislation compliance and risk mitigation
- Manage Employment Equity reporting and transformation compliance
- Facilitate BBBEE audit submissions and transformation reporting
- Provide payroll governance oversight including statutory submissions
- Conduct compensation benchmarking and workforce analytics
- Represent organisations in labour dispute proceedings where required

#### Key Achievements:

- Strengthened organisational compliance with labour and transformation legislation
- Assisted organisations in improving workforce governance and HR systems
- Developed internal HR policies that promoted fair labour practices and compliance

### Interim Managing Director

AfricOil Pty Ltd, Randfontein | NOV 2021- MAR 2022

Appointed during Business Rescue proceedings to stabilize operations and ensure regulatory compliance

#### Key Responsibilities:

- Directed business operations and regulatory compliance
- Managed financial performance and organisational restructuring initiatives
- Ensured compliance with health, safety, and environmental legislation
- Engaged stakeholders including employees, shareholders, and regulators
- Managed crisis communication and organisational risk mitigation

## CORE COMPETENCIES

### Governance, Ethics and Compliance

- Employment Equity and BBBEE compliance reporting
- Labour legislation compliance (LRA, BCEA, EEA, OHS Act)
- Policy development and institutional governance frameworks
- Workplace dispute resolution and disciplinary processes
- Risk management and labour compliance audits
- Public sector ethics and accountability frameworks

### Human Resources Strategy and Leadership

- Strategic Human Resource Management
- Organisational development and change management
- Talent management and succession planning
- Performance management systems
- Employee engagement and wellness programmes

### Labour Relations and Social Justice

- CCMA representation and arbitration processes
- Collective bargaining and labour dispute resolution
- Employee grievance handling and investigations
- Workplace fairness and procedural justice

## WORK EXPERIENCE

### Key Impact:

- Maintained operational stability during a complex business restructuring period
- Ensured regulatory compliance and workforce protection during transition

### Manager: Human Resources

AfricOil Pty Ltd, Fourways | SEP 2016- MAR 2022

Provided strategic HR leadership across the organisation

### Key Responsibilities:

- Led workforce planning and organisational development initiatives
- Managed Employment Equity, BBBEE and transformation compliance
- Represented the organisation at CCMA and bargaining councils
- Oversaw payroll governance and executive remuneration frameworks
- Implemented HR analytics dashboards to support executive decision-making
- Managed disciplinary procedures, grievance processes, and labour disputes
- Ensured submission of Skills Development reports (WSP & ATR)

### Key Achievements:

- Maintained **zero non-compliance findings in labour audits**
- Reduced HR risk exposure through structured disciplinary frameworks
- Improved organisational workforce planning and talent management

### HR Generalist / Team Leader

Weco Group, Chamdor | MAR 2015- SEP 2016

### Key Responsibilities:

- Implemented HR strategies aligned with operational goals
- Managed retrenchment processes in line with labour legislation
- Facilitated disciplinary hearings and workplace investigations
- Managed payroll administration and tax directives
- Coordinated training programmes aligned with SETA compliance
- Oversaw workplace safety compliance and compensation matters

## CORE COMPETENCIES

### Transformation and Development

- Skills development compliance and SETA reporting
- Workplace Skills Plans (WSP) and Annual Training Reports (ATR)
- Employment equity strategy implementation
- Diversity and inclusion initiatives
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### Financial and Operational Governance

- Payroll governance and statutory submissions (EMP201, EMP501, IRP5)
- HR budgeting and financial oversight
- HRIS governance and digital workforce systems
- Executive remuneration and benefits administration

## WORK EXPERIENCE

### Human Resource Officer

AFGRI Operations Ltd, Centurion | MAY 2011 – MAR 2015

- Managed payroll administration and employee benefits
- Coordinated recruitment and onboarding processes
- Supported labour relations and disciplinary hearings
- Maintained HRIS data integrity and employee records
- Administered pension, provident fund, disability and death benefit claims
- Supported implementation of performance management systems

### Practitioner: Human Capital Management

Khula Enterprise Finance Ltd, Pretoria | FEB 2011 – APR 2011

- Provided operational HR support within a financial services environment
- Assisted with workforce planning and recruitment coordination
- Supported employee onboarding and HR administrative governance
- Contributed to HR reporting and compliance monitoring

### Manager: Human Resources

Mindshare South Africa, Rivonia | SEP 2010 – DEC 2010

- Managed daily HR operations for the organization
- Led talent sourcing and workforce planning initiatives
- Oversaw compensation and benefits administration
- Coordinated employee wellness programmes
- Provided HR advisory support to management and staff

### Human Resource Officer

Denny Mushroom, Ventersdorp | MAY 2009 – MAR 2010

- Delivered end-to-end HR support in a manufacturing and agricultural environment
- Coordinated recruitment, onboarding and HR documentation
- Assisted with labour relations processes including disciplinary hearings
- Supported payroll administration and employee benefits
- Maintained HR records and ensured statutory compliance

## ALIGNMENT WITH CONSTITUTIONAL VALUES AND PUBLIC SERVICE

My professional experience and volunteer work reflect a commitment to the core values embedded in the **Constitution of the Republic of South Africa**, particularly:

- Promotion of **human dignity, equality, and freedom**
- Protection of **fair labour practices**
- Strengthening **ethical governance and accountability**
- Supporting **social justice and access to support services**
- Promoting **workplace equity and transformation**

Through HR leadership roles and volunteer counselling work, I have contributed to initiatives that support **employee wellbeing, dispute resolution, transformation, and inclusive organisational cultures**, all of which align with the mandates of Chapter 9 institutions.

## WORK EXPERIENCE

### Earlier Career

#### **HR Administration & Recruitment Roles – Gillmich Pty Ltd, Metrorail, Brent Personnel, Netstar, ABSA (2005–2008)**

Responsibilities included:

- Recruitment coordination and candidate screening
- HR administration and employee records management
- Payroll support and leave administration
- Stakeholder engagement with managers and employees

This early experience built a strong foundation in **HR administration, labour relations, and organisational governance.**

### REFERENCES

Available upon request

## PROFESSIONAL ATTRIBUTES

Consistently recognized for:

- Ethical leadership and integrity
- Strong stakeholder engagement and communication
- Commitment to compliance and governance excellence
- Ability to manage complex labour relations environments
- Professionalism in handling confidential and sensitive matters