

CURRICULUM VITAE OF MS LULAMA VIWE SIZANI

GENDER: FEMALE

NATIONALITY: BLACK SOUTH AFRICAN

ID number:

CONTACT DETAILS

Address:

E-mail Address:

Mobile number:

PERSONAL STATEMENT

- A seasoned professional and a veteran in the public service with passion for service delivery and people empowerment.
- Strong oversight capabilities and result-driven approach.

WORK HISTORY

Employer: Public Service Commission

Date of Appointment: 01 July 2019 – 30 June 2024

Position: Commissioner (Provincially based in the Eastern Cape)

Reasons for leaving: Expiry of five (5) year term of office

Functions and Duties:

The functions and duties of the Commissioner of the Public Service Commission both nationally and provincially are outlined in Chapter 10 of the Constitution of the Republic of South Africa, 1996 which is mainly an oversight function in the public service covering the national and provincial sphere of government.

With regards to the Provincial Commissioner, the functions are exercised in the province and reporting lines are with the Provincial Legislature through its allocated Portfolio Committee and/or various Committees of the Provincial Legislature. Annual performance reports are presented in the Legislature.

The core duties are as follows:

- Promotion of Constitutional Values and principles as outlined in section 195 of the Constitution of the Republic of South Africa, 1996.
- Promoting professional ethics and integrity through managing the system of financial disclosures for the Senior Management Service (SMS) members to ensure accountability and to prevent conflicts of interest.

- Developing and enforcing ethical frameworks, codes of conduct, and guidelines on handling ethical dilemmas and irregular appointments.
- Reviewing grievances of employees of the public servants concerning official acts or omissions and recommending appropriate remedies.
- Monitoring human resource practices in relation to recruitment, transfers, promotions and dismissals to ensure they are merit-based, fair, and are adhere to prescribed procedures, policies and the law.
- Conduct on-site inspections of service delivery sites such as hospitals, police stations and schools to ensure efficiency and effectiveness.
- Providing independent evidence-based advice to provincial departments to improve compliance and performance.
- Engaging with communities through “Citizens Forums” to promote accountability and improve service delivery.
- Exercising the power to summon witnesses to appear before the Commission to give evidence or produce documents during an investigation.
- Issuing binding directions aimed at ensuring compliance with personnel procedures.

Employer: National Department of Transport

Date of Employment: 28 February 2018 – 31 December 2018

Position: Special Advisor to the Minister

Reasons for leaving: To take up a position as a Commissioner of the PSC (Eastern Cape)

Functions and Duties:

- Offering expert advice on the exercise of the Minister’s powers, duties and performance.
- Advising on the development of policy ideas and evaluate their political feasibility.
- Assisting the Minister in the development of policy to promote the department’s objectives, focusing on political perspectives.
- Advising the Minister on the determination and identification of long-term priorities and to ensure that day-to-day work aligns with the identified goals.
- When authorized represent the Minister in meetings of identified stakeholders.
- Contributing to the drafting of Ministerial speeches and briefings.
- Reviewing documents from the department to ensure they meet the Minister’s priorities.

Employer: National Department of Transport

Date of Employment: 01 January 2019 to 31 May 2019

Position: Chief Operations Office (on contract)

Reasons for leaving: Took up a position with the Public Service Commission

Functions and duties:

- Responsible for translating strategic goals into daily actions in Corporate Services pertaining human resource management, Legal Services, Labour relations, Communications and Marketing, Information Technology, International Relations and Auxiliary Services.
- Optimizing operational efficiency and overseeing administrative and support functions.
- Managing performance of the Branch Corporate Services, enforcing compliance, managing resources and leading the Team Corporate Services to ensure efficient and effective service delivery.
- Collaborate with executive leadership to define and implement organizational strategy.
- Translate high-level strategic plans into actionable, daily operational plans.

- Develop and implement internal operational policies, procedures to ensure strict compliance with relevant laws, regulations and public service policies.
- Risk management, managing environmental trends and operational risks and develop mitigation strategies.

Employer: Department of Higher Education and Training

Date of Employment: 15 March 2017 – 28 February 2018

Position: Special Advisor to the Minister

Reasons for leaving: Minister redeployed to the National Department of Transport

Functions and Duties:

- Advise the Minister on policy and workflow from the support function of the department (Corporate Service Branch) and from the entities.
- Advise on finalising appeals and making sure that the department complies in terms of the prescribed timeframes.
- Focusing on advice on policy development, strategic communication and administrative functions of the Minister such as the finalization of submissions within the prescribed period.
- Perform any other standard function prescribed for Special Advisors in the public service.

Employer: Public Service Commission

Date of Employment: 01 July 2011 – 30 July 2016

Position: Commissioner (nationally based/Pretoria)

Reasons for leaving: Expiry of term of office (five-year term)

Functions and duties:

The duties of the Commissioner for the Public Service Commission are the same both nationally and provincially except for the reporting lines. The reporting lines for the National Commissioner is the Parliament of the Republic of South Africa through the Portfolio Committee on Public Service and Administration.

Employer: Sport and Recreation South Africa

Date of Employment: 01 January 2007 – 30 June 2011

Substantive Position: Chief Director: Corporate Services

Acting positions: Acting Director-General (01 January 2007 to August 2008) / Chief Operations Officer (COO) 2008-2009

Reasons for leaving: Appointed as a Commissioner for the Public Service Commission

Functions and duties:

- Strategic Leadership: Develop, implement, and monitor strategic and operational plans for the Corporate Services Branch.
- Human Resource Management (HRM): Oversee human resource planning, recruitment, performance management, training and development to establish a skilled, efficient and effective workforce as well as the regulation of the HR environment through policies.
- Organizational Development: Direct organizational effectiveness, design, and change management strategies.
- Information Technology (IT): Oversee IT strategy development, maintenance, and infrastructure for the department as well as the development of IT policies.
- Legal Services: Facilitate the provision of legal services for the department, management of litigation, and ensure compliance with relevant legislation.

- Facilities and Administration: Manage facilities, general administration and security services for the department.
- Communication and Marketing: Oversee internal/external communication, media services, and stakeholder relations.
- Financial and Resource management: Manage the budget, assets, and human resources within the branch ensuring compliance with the Public Financial Management Act (PFMA) and Treasury Regulations.

Functions and Duties as Acting Director-General for the period 01 January 2007 to August 2008.

- Accounting Officer: Financial accountability, ensuring proper management of the department's budget, assets, and supply chain including human resource management.
- Strategic Leadership: Driving organizational development which included the integration of the Sports Commission, repeal of the Sports Commission Act and overseeing the drafting of pieces of legislation in relation to the 2010 FIFA World Cup.
- Governance & Compliance: To ensure compliance with legislative frameworks and management of risks within the department.

Employer: National Department of Public Works

Date of Employment: 01 July 2000 – 31 December 2005

Position: Chief of Staff (Office of the Minister)

Transferred to the Position: Chief Director: International Relations

Date of Assumption of duty: 01 January 2006 – December 2006

Reasons for leaving: Lateral transfer

Functions and duties (Chief Director: International Relations)

- Strategic Planning and Policy Advice: Develop, monitoring, and executing the department's international relations strategy, ensuring alignment with national foreign policy goals.
- Bilateral and Multilateral Relations: Responsible for signed agreements and ensuring implementation within the department through relevant branches.
- Protocol and Diplomatic Events: Coordinating logistics for high-level incoming and outgoing visits and manage diplomatic engagements and coordinate international programmes.
- Management and Governance: Managing the directorate's resources (human and financial), leading staff, and ensuring compliance with corporate governance standards.
- Facilitate international travels within the department and assist in the acquiring of necessary international travel documents, visas / logistical support etc.
- Monitor international projects (mainly international building projects).

Functions and duties (Chief of Staff):

- Give strategic leadership in the office of the executive authority in relation to communication within and outside of the department.
- Ensure administrative support to the Executive Authority on Parliamentary and Cabinet responsibilities. This include ensuring that events in Parliament are monitored to identify matters that have a bearing on the portfolio of the executive authority and coordination of parliamentary liaison.

- Ensure that an efficient and effective parliamentary service is rendered including the proper coordination and controlled movement between Pretoria and Cape Town offices for parliamentary session.
- Facilitate compliance with parliamentary questions within the department and to make sure that responses to written questions are submitted within the prescribed period.
- Ensure that the required administrative functions are performed within the office of the executive authority including liaison with internal and external role-players with regards to matters relating to the portfolio of the executive authority.
- Ensure that Cabinet support services are rendered and classified documents are safely secured.
- Manage the VIP security of the executive authority with SAPS.
- Conduct research as required by the executive authority

Employer: Provincial Legislature of the Eastern Cape

Date of Employment: 01 November 1995 – 30 June 2000

Position: Director: Office of the Speaker

Reasons for leaving: To take up a higher position in the National Department of Public Works

Functions and duties:

- Strategic and Administrative management: Develop policies, strategies and procedures for the effective implementation of projects within the Office of the Speaker.
- Management of Resources: Manage budgets and overall administrative functioning of the office.
- Political Management Support: Providing strategic and tactical direction to support the political mandate of the Members of the Legislature.
- Facilitate communication between the Speaker, Committee Chairpersons and other political office-bearers.
- Legislative programming: Assist with the strategic planning of the Presiding Officer's programme and coordinating the business of the House and its Committees.
- Public Participation and Stakeholder Management: Coordinating public participation meetings and other programmes and engagements.
- Compliance and Corporate Governance: Ensuring the Speaker's office adhere to constitutional rules and statutory regulations as well as Legislature code of conduct.
- Secretariat Services: Ensures the provision of secretariat and logistical support to the Speaker, Deputy Speaker and relevant Committees such as the Rules Committee / any Committee that is chaired by the Speakership.
- Performance Monitoring: Monitoring the performance of the Speaker's Office and the implementation of directives.

Employer: Border Technikon (now Walter Sisulu University)

Date of Employment: 01 January 1994 – 31 October 1995

Position: Public Relations Officer

Reasons for leaving: To join the Eastern Cape Provincial Legislature

Functions and duties:

- Strategic Planning: Developing, implementing and monitoring PR campaigns and strategies to align with organizational goals.
- Media Relations & Communication: Building and maintaining relationships with other institutions of higher learning. Responding to media inquiries and issuing press releases.

- Content Creation: Writing, editing, and producing promotional materials, including newsletters, brochures etc.
- Event Management: Organizing and overseeing promotional events, sports events in the institution, graduation and convocation ceremonies, press conferences, open days, exhibitions and career days.
- Stakeholder Engagement: Act as spokesperson for the institution, engaging with stakeholders and handling public enquiries.
- Assist during registration.

Employer: Ciskei Government (Department of Justice, Jardine Commission of Inquiry, Central Personnel Administration, Institute of Civil Service Training, Department of Public Works)

Date of Employment: 01 June 1990 – 31 December 1993

Position: Clerk

Reasons for leaving: Resigned to take up a position a promotion post at Border Technikon

Functions and duties:

- Logistical Management: Planning and managing the day-to-day operations of the Commission, including arranging hearings and managing records.
- Evidence Handling: Gathering, organizing and securing documents from witnesses.
- Support for Hearings: Recording proceedings, transcribing evidence, and logistical arrangements of witnesses.
- Investigative Assistance: Arranging the collection of witness statements and relevant documents.
- Information Security: Maintaining confidentiality of sensitive information.
- Staff management functions: Manage performance of staff.

Employer: University of Fort Hare

Date of Employment: 01 January 1986 – 31 May 1990

Position: Senior Administrator: Office of the Registrar (Administration)

Reasons for leaving: To join the public service

Functions and duties:

- Operational Management: Directing day-to-day operations, including office administration, human resources and logistics.
- Financial and Resource Planning: Managing budgets, overseeing expenditure, and requisitioning of office stock.
- Administrative Coordination: Organizing meetings, facilitate the minute taking, manage communication with internal and external stakeholders.
- Quality Assurance: Handling risks, ensuring compliance, and improving administrative efficiency.
- University secretariat / Governance: Assist in the handling of matters pertaining to policy development, and provides administrative support to Council, Senate and Institutional Committees.
- Records and Archives Management: Ensures record keeping, transcripts and institutional memory.
- Responsible for the coordination of work between the office of the Registrar (Administration) and relevant components reporting to the Registrar (Administration) such as Human Resources, Health Services, Campus Control, Hostel Administration and office of the Dean of Students.

Employer: Lovedale Press

Date of Employment: 01 January 1984– 31 December 1985

Position: Office Manager

Reasons for leaving: Resigned to join the University of Fort Hare

Functions and duties:

- Responsible for the University of Fort Hare Bursary Account, processing orders for students, reconcile accounts and prepare reports to sponsors and bursary holders.
- Administrative Support to the General Manager: Managing the GM’s calendar, appointments, and travel arrangements as well as making sure that meetings are arranged properly.
- Preparing reports, speeches and presentations as well as handling confidential documentation.
- Operational Management: Overseeing daily office operations.
- Financial & Budgetary Control: Overseeing the office budget, ensuring timely processing of invoices, payments and managing general administrative expenses.
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EDUCATIONAL QUALIFICATIONS

- Master’s degree: Public Management (NQF 9);
- Bachelor of Technology: Public Management (NQF 7);
- National Diploma: Public Management (NQF 6);

FURTHER STUDIES

Qualification: Bachelor of Laws (LLB) – in progress (Nelson Mandela University)

Courses completed: Introduction to Law, Legal Skills, Legal Interpretation, Constitutional Law, Academic English (Law) and IsiXhosa for Law Students.

Qualification: Advanced Course in Diplomacy – in progress (University of South Africa)

Courses completed: Diplomatic Practice (ADPDSO1); and South African Democracy and Development (ADPDSO2).

SKILLS ACQUIRED:

- Investigation skills
- Mediation skills
- People management skills
- Research skills
- Communication skills
- Budget and forecasting
- Policy development and interpretation

REGISTRATION WITH PROFESSIONAL BODIES

An Associate (AAA Arb) with the Association of Arbitrators (Southern Africa). Membership number 2544.

Registered professional with the South African Association of Public Administration and Management (SAAPAM), Membership number SAAPAM-0931.

REFERENCES

Commissioner Anele Benedict Gxoyiya
Provincial Commissioner (Northern Cape)
Public Service Commission

E-mail:

Mobile:

Ms Phumelele Clara Ntombela-Nzimande
Former Commissioner of the Public Service Commission

E-mail:

Mobile:

Ms Monica Jamela Mabuza
Former Employee: Sport and Recreation South Africa
Director: Jametsa (Pty) Ltd

E-mail:

Mobile: