

The Curriculum Vitae of: 'Maletlatsa Monica Ledingwane

ACADEMIC RECORD

DATES	QUALIFICATIONS	INSTITUTIONS
2003-2004	Honours: Presidential Strategic Leadership Development	SA Management Development Institute
1994-1996	LLB [Three-years degree]	Wits University
1986-1990	BA Law [Four-years degree]	Lesotho University
1984-1985	Matric Certificate [Two years]	St Mary's High School
1981-1983	Junior Certificate [Three years]	Mt Carmel Secondary School
1974-1980	Secondary Certificate [seven years]	Mount Carmel Primary School

SPECIAL/SHORT COURSES

DATES	QUALIFICATION	INSTITUTIONS
2021 (May-June) 2 mths	Business Finance: Principles & Practices	Stellenbosch University (Exec. Development)
2017 [4 days] NQF 4, 3 CR	Mentor a colleague ...	LSSA-LEAD
2015 [14 days] NQF 7, 24 CR	Corporate Law 2015: Commercial Law Training	Irish Rule of Law/LSSA-LEAD/UNISA/IRISH
2015 [3 months/1 week]	Certificate: Conveyancing	LSSA-LEAD/Centre for conveyancing Practice
2014 [3 days]	Certificate: Immigration Law	Legal Education & Development, LEAD
2013 [1 month]	Certificate: Notarial Practice	Legal Education & Development, LEAD
2011 [Feb-Jul, 6 months]	Certificate: Candidate Attorney Course	Legal Education & Development [LEAD]/UNISA
2011 [Jul, 1 Wk]	Certificate: Trial Advocacy	University of Pretoria
2011 [March, 2 wks]	Certificate: Debt Counselling/Review Course	University of Pretoria
2008 [Aug-Oct, 3wks]	Certificate in Management of Petroleum Industry & Economics	Min & Energy Educa. & Training Institute
2008 [March, 1day]	Certificates: Various Shell in house Face 2 Face/web based training -anti-trust, competition law, travel, info security, etc	Shell Open University [SOU]
2008 [March, 1day]	Certificate: Excel intermediate	DPA Training [Computer School]
2008 [March, 3 days]	Certificate: Business Presentation	Business Communication Skills Holdings
2008 [March, 3 days]	Certificate: Oil Spill Management Course	Shell In house training
2000 [March-May]	Certificate in Management of Mining & Minerals Policy	Min & Energy Education. & Training Institute
2000 [4-7 April]	Certificate in intro to environmental Management	Potchefstroom University
1998 [13-14 May]	Certificate in Advanced Time Management	SA Management Development Institute
1998 [Jan-Feb]	Certificates [2] in Computers [Word 6.0, Excel 5.0, PP]	Damelin Computer School, Welkom
1997 [July-Nov]	Certificate in Min Laws and Environmental Management	Pretoria University

JOB EXPERIENCES

PERIOD	POST/OCCUPATION	EMPLOYER/INSTITUTION	DUTIES [(KRA)/ROLES
01/05/2024- Current	Sole Proprietor	Ledingwane Attorneys	Managing private practice: Focus: commercial and corporate matters, Corporate Governance/Trusts/ Boards/Committees
01/05/2019- 30/04/2024	Chief Operating Officer (COO) –Head of the Companies Tribunal	Companies Tribunal (Agency of the DTIC)	Performing duties of an Accounting Officer/HOD including planning and implementation of the Strategic Plan and APP. Reporting to the Chairperson of the Tribunal. Responsibility Areas: Registry [Processing of company disputes] Communication & Stakeholder Management, Human Resource, Legal, IT, & Finance
01/02/2016- 30/04/2019	Sole Proprietor	Ledingwane Attorneys	Managing private practice: Focus: commercial and corporate matters, Board/Committee/Corporate Governance
01/04//2015- 31/01/2016	Consulting Attorney: Mining Regulation & Compliance	Hogan Lovells Attorneys	Processing of applications for prospecting and mining rights, Advising on Mining Charter compliance plans, mining work programs Compiling of Social and Labour Plans Processing of environmental mining authorizations, Processing transfer of prospecting and mining rights, Advising on pre-audits on compliance with above plans/programs/authorizations, and Conducting educational workshops/seminars on the legislation/regulatory requirements.
02/06/2014- 30/03/2015	Sole Proprietor	Ledingwane Attorneys	Managing own private practice: matters mainly: criminal, civil matters and contract
01/11/2013- 01/06/2014	Secretary/Head of Department [HOD]	Limpopo Legislature	Performing duties of an Accounting Officer/HOD. Main programs: Administration [Financial, Fleet, HR, LR, Communications, IT, Audit & Security] Members Facilities [Political Support, Parl. Exchange & Protocol] & Parliamentary Services [Library, Research, House Proceedings, NCOP, Committee Services, Legal, P/Participation, Hansard & Language Services
01/05/2013- 31/10/2013	VP: Governance & Compliance	Gold Fields	Handling all the legal, Compliance & Governance matters in the South Region in cooperation with private legal firms.
01/05/2012- 30/04/2013	Ledingwane Attorneys	Sole Proprietor	Managing own private practice: matters mainly: criminal, civil matters and contract
01/02/2011- 30/04/2012	Candidate Attorney (concurrent with articles: Law School)	University of Pretoria, Law Society, LEAD	Drafting of court papers and representing clients in the civil, criminal, labour courts and other tribunals of South Africa.
01/04/2010- 30/01/2011	Ledingwane Trading & Projects	Ledingwane Family	Leading the project on the company's strategic re-direction, Re-defining /re-enforcing the company's co-operate image, Defining and resolving the legal issues of the company Devising/standardizing staff's rules, forms & procedures, Designing training staff's manuals.
01/07/2007- 30/03/2010	Communications & Manager, Projects Coordination	Shell Energy SA	Reputation Management: Internal/External Communication, Issue Management [risk], Stakeholder Management & Govt. liaison, CSI, Enterprise Dev, Crisis Management, Policy Review, Monitoring & Eval,
01/03/2007- 31/06/2007	Chief Director: Mineral Development	Dept. Minerals & Energy, Pretoria.	Evaluation of mining applications, Registration of rights, application: M/Charter
20/11/2006- 31/02/2007	Acting General Manager: Regulation	Petroleum Agency SA, Cape Town	Eliminating backlog: evaluating petroleum exploration & production applications, making submissions/recommendations for approval

01/11/2005-19/11/2006	Acting & Chief Director: Mineral Dev	Dept. Minerals & Energy, Pretoria.	Evaluating mining applications, registration of rights, application of Mining Charter
01/02/2005-30/10/2005	Director: Mineral Laws	Dept. Minerals & Energy, Pretoria.	Evaluation and recommending of mining rights applications, registration of rights.
01/03/2004-30/01/2005	Director: Beneficiation legislation	Dept. Minerals & Energy, Pretoria.	Drafting Diamond & Precious Metals Gen. Amendment Bill
01/05/2002-28/02/2004	Acting and Director: Mineral Development.	Dept. Minerals & Energy, Kimberly	Regulation and monitoring of the mining industry in terms of the mining laws and the BEE charter
14 /07/1997-30/04/2002	Deputy Director: Mineral Laws	Dept. of Minerals & Energy, Welkom	Regulation and monitoring of the mining industry in terms of the mining laws and the BEE charter
1999, 2009 National 2000, 2011, 2016 Local	Presiding Officer: Party Agent, Candidate	Indip. Election Comm-IEC African National Congress	Managing election process and staff, Observing elections, Ward 84 Counsellor Candidate
02/12/1996 - 31/01/1997	Labour Relations Consultant	Johannesburg City Council [GJTMC].	Reviewing employees' conditions of service
01/07/1996 - 19/07/1996	Student Intern	Blakes Attorneys, JHB	Learning about various facets of a law firm.
17/10/1990-30/07/1992	Public Prosecutor	Magistrate Court, Maseru	Prosecuting in criminal e.g. theft, rape, and assault.
01/08/1987 - 30/06/1988	Part-time teacher	WUS, School, Roma.	Teaching history and social studies.

INVOLVEMENT IN BOARDS/COMMITTEES AND TASK TEAMS

DATES	COMMITTEES	ROLE
2020-current	Board: Impala Share Scheme X 2	Board Chair
2020-2023	Board: South African Diamond Trader	Board Chair
2019-2023	Tax Board	Panellist
2017-2021	Goldfields Thusano Share Trust	Trustee
2018-2020	Consumer Advisory Panel -CAP: Independent Communications Authority S.A (ICASA)	Panellist
2016-2019	Board: South African Diamond & Precious Metal Regulator	Board Member, Chair Licensing Com
2007-2008	Board: Centre for the Advancement of Science & Mathematics Education (CASME)	Board Member
2006-2007	Board: Petroleum Agency of South Africa	Board Member
2005-2007	Departmental Tender Control Committee [TCC]	Member
2005-2007	Barnato View Residence Board of Trustees	Trustee, Deputy Chair Person
2004-2005	Fund for Research on Diamond Development Committee	Member
2004-2005	Inter-Departmental Consultation Team on Beneficiation Laws	Team Leader
2004-2005	Departmental Beneficiation Laws Drafting Team	Team Leader
2000- 2002	Training Needs Assessment Committee [Directorate: Mineral Development] FS	Member
2000- 2002	Small-Medium Enterprise Task Team [Free State Poverty Eradication Strategy, (PES) Dept. of Social Welfare]	Member
1999- 2002	Free State Regional Small Scale Mining Committee [FSRSSMC]	Co-Chairperson
1999- 2002	Productivity and Efficiency Committee [Office of the Director Mineral Dev.	Co-Chairperson
1999- 2002	Local Moderating Committee [Office of Director Mineral Development, Free State]	Member/ Chairperson
1999- 2002	Selection and Recruitment Committee [Office Director Mineral Development, Free State]	Member/ Chairperson

1999- 2002	Gender Focal Points Committees ⇨ Office on the Status of Women: Premier's Office, Free State ⇨ Department of Minerals and Energy (DME)]	Member, Organizer: Training & Development Program
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MAJOR ACHIEVEMENTS IN SELECTED POSTS

PERIOD	EMPLOYER /POST	SIGNIFICANT ACHIEVEMENTS
01/05/2019-	Chief Operating Officer (COO)/HOD –Companies Tribunal (Agency of DTI)	<ul style="list-style-type: none"> □ Resolving 5 year long standing labour issue and finalizing a separation agreement and exit □ Leading Management to develop and finalize the APP and Strategic Plan using the new Govt Panning Framework □ Introducing Reporting formats the Governance Committees (ARC/EMCO) □ Leading successful presentations and discussion with the dti Portfolio Committee □ Leading Management to update and finalize more than 10 institutional policies □ Leading discussions to get business from the Department of Small Business □ Leading the project to re-partition the office space thus eliminating one to the strategic risks of the institution
01/03/2010	Ledingwane Trading & Projects	<ul style="list-style-type: none"> □ Re-defining the strategic direction of the company, □ Defining & embedding the cooperate image of the company, □ Resolving the legal & compliance issues threatening the existence of the company.
31/06/2007-28/02/2010	Shell Energy SA: Head Corporate Affairs	<ul style="list-style-type: none"> □ Developing comprehensive spreadsheet goal setting & performance monitoring document [goals, indicators, frequency, timing, and progress & variance explanation]. □ Developing staff spread sheets for Individual Devt. Plans [IDP's], Personal Health & Safety Plans, projects plans, travel-budget plans, & ensuring plans' implementation. □ Regularising interaction between Communication and Business on Business Environment Plan Issues □ Developing and consistently implementing Stakeholder and Communication plans thus improving the relationships and enabling business to achieve Company's goals.
20/11/2006-31/02/2007	Petroleum Agency SA, Cape Town: Acting General Manager: Regulation (Secondment)	<ul style="list-style-type: none"> □ Partaking in the development of the fiscal regime for the exploration and production rights □ Standardising business processes and documentation needed for implementation of the Minerals and Petroleum Resources Dev Act, 2002 and the Mining Charter. □ Training the staff on the Mining Charter application, applications evaluation and approval and issuing in terms of the Minerals and Petroleum Resources Dev. Act. □ Recruiting and training temporary staff [within two weeks] to achieve the targets. □ Eliminating the production rights applications backlog 2006-2007.
30/10/2005-31/06/2007	Dept. Minerals & Energy, Pretoria: Acting & Chief Director: Mineral Development	<ul style="list-style-type: none"> □ Participating in the core-teams during development systems, Minact & National Mining System □ Standardising business processes and documentation needed for implementation of the Minerals and Petroleum Resources Dev. Act, 2002 [MPRDA] and the Mining Charter. □ Eliminating the mining rights applications backlog 2005-2006. □ Leading the Drafting Team and Parliamentary process on the Amendment of MPRDA
01/02/2005-05/05/2005	Dept. Minerals & Energy, Pretoria: Director: Mineral Laws	<ul style="list-style-type: none"> □ Closing the skills gap on the staff requirements of the Mining Titles Amendment Act. □ Developing business processes needed for implementation of Mining Titles Amendment Act. □ Eliminating backlog on rights registration, handling challenges from Regional offices and putting in place clear communication strategy with clients [mining companies/consultants registering rights].
01/03/2004-30/01/2005	Dept. Minerals & Energy, Pretoria: Director: Beneficiation Legislation	<ul style="list-style-type: none"> □ Drafting the Precious Metals & Diamond Act legislation, (leading various drafting teams/committees) □ Researching and consulting other State departments' requirements, and other stakeholders inputs, □ Researching & consulting on the latest industry practices, international best practice, □ Actual drafting, incorporating of comments, □ Presenting the Bill to Parliamentary Portfolio Committee and to Cabinet, □ Moving the Bill for approval before Parliament. □ Conceptualizing and proposing a structure for the implementation of the Bill.

01/03/2003-28/02/2004	Dept. Minerals & Energy, Klerksdorp Director: Mineral Development	<input type="checkbox"/> Standardizing business processes and documentation needed for implementation of the Minerals and Petroleum Resources Dev. Act, 2002 and the Mining Charter. <input type="checkbox"/> Raising knowledge levels, especially amongst communities, small-scale miners and new entrants on the requirements and benefits of the Mining Charter and the Minerals and Petroleum Act. <input type="checkbox"/> Leading disputes resolution between mining companies and communities-e.g. Oesonskraal, Vametco
01/05 2002-28/02/2003	Dept. Minerals & Energy, Kimberly Acting and Director: Mineral Development.	<input type="checkbox"/> Developing small-scale miners in the Qwa-Qwa, Botshabelo and aggregate material-clay, sand, stone Including creating data-base, registering with DTI, legal compliance, & stakeholder engagements. <input type="checkbox"/> Participating in the core-team that developed the mining-administration system, Minact. <input type="checkbox"/> Participating in the development of the Independent Development Goals for Free State municipalities.

INTERNATIONAL TASKS/ASSIGNMENTS

DATES	HEAD OF DELEGATION	DESTINATION & PURPOSE OF TRIP
2008	M M Ledingwane	Kenya, Communication Workshop for Shell, Africa
2008	Vice Pres & C/ Chair, Shell SA	Tanzania, Extended Senior leadership Conference
2007	M M Ledingwane	Hague, the Netherlands: Communication/Corporate Identity W/shop
2006	Minister: Minerals and Energy	China: Road show on mining opportunities in South Africa
2006	M M Ledingwane, Adv Mononela	Australia: SA Australia Bilateral on Mining and other economic issues
2006	CEO: Petroleum Agency SA	Norway: Information Exchange on regulation of the Petroleum Industry
2005	Ms. M M Ledingwane	Ethiopia: Participate in conference on Development of African Commodities.
2005	Dep Minister: Minerals & Energy	UK: Participate in conference on European Federation of Black Women Business Owners.
2005	Dep Minister: Minerals & Energy	Japan & Hong Kong: Participate in AICHI Expo & market SA potential
2005	Dep Minister: Minerals & Energy	South America: Market South African mining & beneficiation potential.
2005	Mr. A Mngomezulu	Belgium: Participate in Bilateral discussion on mineral beneficiation.
2004	Ms M M Ledingwane	Belgium, India, UK: Research on international best practice on beneficiation.
2004	Minister of Minerals & Energy	Papua New Guinea: Market South African mining & beneficiation potential.
2002	Minister of Minerals & Energy	Australia: Market South African mining & beneficiation potential.
2001	Premier & MEC: Northern Cape	UK: Market Northern Cape's mining & beneficiation potential.

NB: Also involved in drafting of other bilateral agreements, which did not necessarily involve international travelling.

MEMBERSHIP IN ORGANISATIONS

DATES	ORGANISATIONS	POSITION
2012-Current	Law Society SA (LPC)	Member
2012-Current	Black Lawyers Association	Member
2000- 2001	Black Management Forum, Welkom	Manager: Training and Development [2001]
2001- 2002	Black Management Forum, Welkom	Secretary: Executive Committee [2002]