

Mr. Vhonani Ramaano
The Committee Secretary
3rd Floor
90 Plein Street
CAPE TOWN
8001

**NOMINATION OF MRS HERIET MEKWA FOR THE POSITION OF DEPUTY
PUBLIC PROTECTOR**

Dear Secretary,

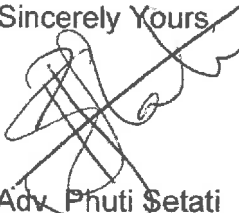
Due to the availability of the position of Deputy Public Protector as announced by the Chairperson of the Portfolio Committee on Justice and Correctional Service, I would like to nominate Mrs. Mekwa for the position of Deputy Public Protector. The reasons for my nomination are as follow:

- a. She is one of the highly qualified persons I have ever known, as well as an activist in her own right;
- b. She has all the necessary skills and qualifications required for the position;
and
- c. She has great leadership and managerial skills that are essential for this position.

I truly hope that Mrs. Mekwa will be chosen for the position since I honestly believe that our country needs someone of her calibre as a Deputy Public Protector because there is a need for someone who will do their best for the prosperity of our country in general and a vanguard of the Constitution in particular. I hereby attach the following documents:

- a. acceptance letter;
- b. application letter; and
- c. comprehensive curriculum vitae.

Sincerely Yours,



Adv Phuti Setati

11 September 2019

Vhonani Ramaano
The Committee Secretary
3rd Floor
90 Plein Street
CAPE TOWN
8001

**ACCEPTANCE OF THE NOMINATION OF MRS HARRIET MEKWA AS DEPUTY
PUBLIC PROTECTOR**

Dear Secretary

Kindly note that I accept nomination by Adv P Setati for the position of Deputy Public Protector.

Kind regards,


Mekwa HHS

Dear Sir / Madam

APPLICATION FOR POSITION OF DEPUTY PUBLIC PROTECTOR

I hereby respond to the nomination of the post of the Deputy Public-Protector post as advertised on News 24 of the 28 August 2019.

I have been in the employ of government departments for a period of twenty years, and 13 years thereof was in management. I have all the relevant experience and expertise required by this post.

I have vast experience in litigation as I was in the employ of the Pretoria State Attorney where we dealt with litigation.

I then proceeded to the Department of Health where I was introduced to legislative drafting and drafting of contracts and then further proceeded to the Department of Housing where I specialized in legislative drafting.

While in this Department I attended advanced legislative drafting course with the University of Pretoria. I was then selected to attend internship programme on legislative drafting offered by the University of Indiana, USA in 2003.

On my return I then joined the National Department of Social Development where I dealt with litigation for or against the Department, drafting and reviewing of contracts, drafting of the Memorandum of Understanding and I was tasked with the drafting of the Social Assistance Act of 2004 Regulations.

I then proceeded and joined the Department of Justice and Constitutional Development as a Senior State Law Adviser in the Chief Directorate Legislation and Constitutional Development where we dealt mainly with effecting amendments to the Constitution, promoting all the legislation emanating from the Constitution and monitoring of the chapter 9 institutions.

I was in the employ in the Office of the Presidency as a Director: Leader of Government Business in the Cabinet Office, tasked with development of systems for effective interface between Cabinet and the Departments and an oversight role in the

administration of legislation and interacting with all the role players, and overall administration in the Directorate Cabinet Operations.

I then joined the Department of Justice and Constitutional Development as a Director: Legal Research and Secretariat tasked with establishing the Secretariat for the State Litigation Management and drafting of the State Briefing Policy, and to date I am appointed as a Specialist State Law Adviser.

Attached hereto please find my comprehensive curriculum vitae for your consideration.

Yours, faithfully,


Mekwa HHS

CURRICULUM VITAE

OF

HARRIET MEKWA

Cover Page

1. PERSONAL DATA:

Surname: Mekwa
Name: Hilda Harriet Seapei
Residential Address:

Cell number:
Email address:
Date of Birth:
I.D Number:
Nationality: South African
Language: Tswana
Other Languages: English and Afrikaans
Marital Status: Married
Dependant: Two
Health: Excellent
Hobbies: Reading and exercising
Driver's license: Code 8

2. EDUCATIONAL BACKGROUND:

Last school attended: Ngaka Maseko High School
Period: 1989
Highest Standard Passed: Matric
Subjects: Tswana, English, Afrikaans, History, Biology
and Geography

3. TERTIARY EDUCATION:

Institution: University of the North
1st Degree: B Iuris (law)
Period: 1993-1996

Courses passed: Criminal Law, Customary law, Law of Evidence, Criminal Procedure, Private law 1, 2 and 3, Civil, Procedure, Law of contract, Introduction to law, English, Roman law, Practical Afrikaans and Interpretation of Statutes.

2nd Degree: LLB
Period: 1997-1999
Courses: Human Rights Law, Public International Law, Advanced Family law, Advanced Criminal law, Comparative law, Private International law, Mercantile law and Advanced Constitutional law, Labour law, Legal study and ethics, Practical legal course.

4. OTHER COURSES:

Certificate: Practical Legal Training (Law School)
Period: July 1998-December 1998

Certificate: Advanced Legislative Drafting Course
Institution: University of Pretoria, 2003

Certificate: Internship programme in Legislative drafting
Institution: University of Indiana-USA, 2003

Certificate: Public Finance Management.
Institution: University of Pretoria, 2007

Certificate: Regulatory Impact Assessment
Institution: School of Europe Belgium, 2008

5. OTHER SKILLS AND ATTRIBUTES:

- 5.1. Strategic leadership
- 5.2. Excellent legal research skills;
- 5.3. Drafting and interpretation of legal documents;
- 5.4. Legal and Legislative drafting skills;
- 5.5. Litigation, particularly civil litigation, drafting of contracts and Memorandum of Understanding; and
- 5.6. Computer literate
- 5.7. Project Management skills

EMPLOYMENT HISTORY:

Name of the Employer: The Department of Justice and Constitutional Development

Period of Employment: To date

Work Address: Momentum Building
Private Bag x81
PRETORIA
0001

Position: Specialist State Law Adviser -LP 10

Main Job Function

- Responsible for the management functions of the Unit
- To supervise, guide ,mentor and monitor the Senior State Law Advisers
- Scrutinise, conduct research,draft and certify bills and subordinate legislation
- Researches and draft legal opinion
- Scrutinises ,researches, draft and certifies by-laws
- Attends Portfolio Committee meetings
- Advises and drafts amendments for Parliamentary Committees
- Scrutinises,researches,drafts and certifies international agreements and also negotiate the instruments on behalf of Government
- Investigate any request and provide legal advise to the entire government department and Parliament

- Represent the department in other foras and designs mechanisms for better interface among all role players
- Attend EXCO meeting on behalf of the Branch and also a member of EXCO HRM Subcommittee.
- Member of the Warroom on NHI in the Presidency
- I am also in possession of a Top Security Clearance certificate which will expire on 30 September 2023

Name of the Employer: The Department of Justice and Constitutional Development

Period of Employment: Jan to May 2009(contract post)

Work Address: Pretmed Building
Private Bag x319
PRETORIA
0001

Position: Director: Legal Researcher and Secretariat

Main Job Function:

- To provide strategic leadership to the Directorate :Legal Research and Secretariat
- To render legal services to the Office of the Chief Litigation Officer;
- To draft policies for the Office of the Chief Litigation Officer.
- To manage the Operations Management Directorate in the OCLO
- To design mechanisms for better interface among all role players

6.1 **Name of the Employer:** The Presidency

Period of Employment: 2 May 2007 to 30 April 2008

Work Address: Private Bag x1000
Pretoria
0001

Position: Director: Leader of Government Business

(Cabinet Office)

Main Job Function:

- Reviewing of legislation/bills before introduction to Cabinet;
- Designing systems and analyzing workflow processes to promote the effective and efficient management of Legislation;
- Conduct research in Government's Departments legal units on matters related to the management and evaluation of bills and alignment with priorities of Government;
- Analyse draft bills and linkages with the regulatory impact assessment and government priorities; and
- Design mechanisms for better interface among all role-players in the implementation of the legislative programme and the regulatory impact assessments.
- Piloting of the Regulatory Impact Assessment in South Africa

6.2 **Name of the Employer:** National Department of Justice and
Constitutional Development
Period of Employment: 05 September 2005 to 02 May 2007
Work Address: Cnr Pretorius and Prinsloo Street
East Tower, Momentum Building
Pretoria

Position held: Senior State Law Adviser

Main Job Functions:

- Administer the Constitution of the Republic of South Africa;
- Administer Constitutionally mandated legislation assigned to the Minister for Justice and Constitutional Development;
- Administer legislation which has a bearing on relevant Chapter 9 institutions;
- Investigate, evaluate, prepare and promote amending primary legislation which has a bearing on the Constitution;
- Investigate, evaluate, prepare and promote new and amending primary legislation which has a bearing on constitutionally mandated legislation assigned to the Minister for Justice and Constitutional Development;

- Assist and advise the Parliamentary Committees in the promotion of the legislation;
- Update annotated version and translations of the Constitution;
- Provide support to the Constitution Review Committee and other Committee of Parliament on legislative matters;
- Develop constitutional amendments; and
- Provide guidance regarding the implementation of constitutionally mandated legislation assigned to the Minister of Justice and Constitutional Development.

6.3 **Name of the Employer:** National Department of Social Development
Employment Period: 03 November 2003 to 30 August 2005

Position held: Legal Administrative Officer

Main Job Function:

- Assist in the application and interpretation of labour -related; and other applicable legislation;
- Liaise with external stakeholders, such as the Office of the State Attorney, Office of the Chief State Law Adviser, Legal Counsels and other private and public institutions;
- Provide continuous legal advice and/or opinions to the Department and the Minister;
- Draft, vet, amend and advise on the legal documents, such as contracts, international agreements and tender documents, memorandum of understanding;
- Draft submissions and Cabinet memoranda;
- Represent the Department on the technical committees and meetings by providing legal inputs;
- Provide general assistance and guidance on legal related matters;
- Prepared and drafted the proclamation that promulgated the South African Social Security Agency Act;
- Attend to Civil and Criminal litigation for or against the Department; and
- Tasked with the drafting of the Social Assistance Act 2004 Regulations, this entailed meeting with all the relevant stakeholders, conducting public hearing in all the provinces.

6.4 **Name of Employer:** National Department of Housing

Period of Employment: 2002 to 2003

Position held: Legal Admin Officer

Main Job Function:

- Drafting legislation for the Department in the directorate Framework Legislation;
- Provide legal advise and assist with the drafting of amendments, to the Committee during the Parliamentary process;
- Research and assist Parliamentary Committees, the departments and other relevant stakeholders on development and profound changes on the constitutional and legal order within drafting and interpretation of legislation;
- Advise the Department on the legislative process in Parliament, with regard to legal compliance and adherence to time frames on submission and introduction of Bills to Parliament;
- Provide legal advice, and assist with the drafting of amendments, to the Committee during the Parliamentary process; and
- Research and assist Parliamentary Committee, the department and other relevant stakeholders on the development and profound changes on the constitutional and legal order within drafting and interpretation of legislation.

6.5 **Name of Employer:** National Department of Health
Period Employed: June 2000 to 2002

Post held: Legal Administrative Officer

Main Job Function:

- Provide continuous legal advice and or opinions to the Department and the Minister; and
- Draft, vet, amend and advise on legal documents, such as contracts, international agreements and tender documents, memorandum of understanding

6.6 **Name of Employer:** Pretoria State Attorney
Period Employed: March 1999 to March 2000

Position held: Candidate Attorney

Main Job Functions:

- Consult with client who were Government Departments, instruct and consult with Counsel and attend to all litigation at hand;
- Particularly civil litigation, instituted by and against the government or its officials;.
- Represent government and its officials in Magistrate's and High Court; and
- Provide oral and written legal advice and opinions to national and provincial governments and state officials on matters relating to the functions of the national and provincial governments and on all legal issues arising.

7. REFERENCES:

7.1 Ms Ayesha Johaar
Acting Chief State Law Adviser
DOJ&CD
CAPETOWN

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7.2 Mr. S Ramasala
Legislation Specialist

7.3 Ms P Maloka