

PERSONAL DETAILS

NAME : Hendry
 : Pietersen
 : Afrikaans / English
 : Code C1
 : 03

ADDRESS

: Excellent

CRIMINAL RECORDS

: None
 : Non alcohol user / Non-Smoker

: Coloured

EDUCATIONAL INFORMATION**SECONDARY EDUCATION**

SCHOOL ATTENDED : Worcester Senior Secondary
 HIGHEST GRADE : Grade12/Matric
 YEAR COMPLETED : 1997

TERTIARY EDUCATION

INSTITUTION : Oxbridge Academy (Endorse by the South-African Institute for management)

COURSE : Legal Studies

COMPLETED : Diploma

- Legal Practice
- Legal Principles

- Governance
- Business Practice

INSTITUTION

: Unisa

QUALIFICATION: **Current studies: Master of Laws (LLM, UNISA)****INSTITUTION**: **UNISA****QUALIFICATION**

: Legum Baccalauerues (LLB,UNISA) (Completed)

**INSTITUTION
QUALIFICATION****DEPARTMENT OF HOME AFFAIRS (DENEL)**

DHA NATIONAL CERTIFICATE (Completed)

INSTITUTION: **Boland Computer College****QUALIFICATION**: **Computer Office Diploma****SUBJECTS**

: Microsoft Excel
 : Microsoft Word
 : Microsoft Access
 : Microsoft PowerPoint
 : Microsoft Front Page
 : Internet
 : Microsoft outlook (email)
 : Pastel

TRAINING**TRAINING RECEIVED IMMIGRATION DEPARTMENT (DHA)****TRAINING RECEIVED**

: Law Enforcement (Immigration Act)
 : Risk Management
 : Port Control
 : Immigration & Refugee Act
 : Criminal Procedure Act
 : Intelligence Investigations
 : Visas
 : Public Finance Management Act
 : Permanent Residence Permits
 : Temporary Residence Permits
 : Civic Services
 : Public Services Act

**INSTITUTION
QUALIFICATION
LICENSE TYPE**

: SAMS (South African Maritime Safety Authority)
 : SKIPPERS LISENCE (Ticket)
 : CATEGORY "C": Authorised to drive **VESSEL**

EMPLOYMENT HISTORY

EMPLOYER: Africa : **Selfemployed:** Admitted Advocate of the High Court of the Republic of South Africa
Specialisation:

- Contract Management/ Drafting and Analysing and Compliances
- Financial Law (Commercial Law)
- Litigations and Labour Law/Relations
- Environmental Law
- Maritime Law
- Medical Law
- Law of Damages (Road Accident Fund),
- Criminal Law, Law of Evidence, Pre and Post Trail
- International Immigration Law, Customs and Exercise, Tax Law
- Law of Civil Procedures (Civil Claims)

PREVIOUS EMPLOYERS:

POSITION: : Assistant-Director (Local Office Manager): **Middle and Senior Management 3 years and 6 months**

EMPLOYER: : Department of Home Affairs (From 2014/12/08- 2018/06/30)

DUTIES AT NYANDENI DISTRICT:

JOB PURPOSE

To manage and oversee the provision of DHA products and services to members of the public.

1. Manage and oversee the provision of Civics and Immigration services

- Manage and oversee the provision of all DHA products and services.
- Regulate of the sojourn of foreigners in the country
- Manage the revenue collected from products and services
- Facilitate of intergovernmental and stakeholder relations in the local municipality
- Ensure the implementation of the Batho Pele Principles within the District Office in all interactions with internal and external customers
- Provide guidance and leadership of the Office in the achievement of operation goals
- Collate, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates
- Implement quality assurance and quality strategies and actions
- Ensure the effective and uniform implementation of Standard Operating Procedures
- Ensure that all statistic, reports and replies are submitted timely and accurately.

2. Develop and implementation of policies, procedures, directives acts and regulations

- Develop and review policies and code of practice for the directorate
- Implement governance processes, framework and procedures Ensure compliance with all law enforcement requirements, quality and risk management framework frameworks, standards and procedures

- Monitor and ensure compliance with legislation, regulations and DHA policies and procedures
- Plan the production of annual reports in line with the law enforcement strategy
- The provision of administrative support services in the Local Office
- Implement and maintain an Operational plan complemented by action plans for service delivery in the office's
- Support the development, provide inputs and advice on policy development and ensure the effective implementation thereof
- Review and ensure effective workflow and capacity planning
- Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution
- Inform the District Manager Operations about work progress, problems and corrective measures applied.

3. Ensure effectiveness risk and compliance management

- Develop and implement governance processes, framework and procedures within the directorate associated with statutory financial responsibilities
- Monitor and ensure compliance with legislation, regulations, DHA policies and procedures within the directorate
- Ensure compliance with all audit requirements within the directorate
- Represent the directorate at management and other government forum
- Monitor quality, risk, standards and practices against prescribed frameworks.
- Compile reports on the findings and recommendations to inform decision-making

4. Manage resources (Physical, Human and Financial)

- Ensure that budget spending is maximized in line with strategic objective
- Monitor and report on the utilization of equipment
- Ensure that the preparation of the budget are in line with strategic plan and department objectives
- Ensure proper implementation of the budget by monitoring, projecting on expenditure
- Coordinate memorandum of understanding, service level agreement and expenditure review
- Ensure capacity and development of staff
- Enhance and maintain employee motivation and cultivation a culture of performance management
- Ensure that the Division is adequate staffed
- Evaluate and monitor performance and appraisal of employees

INHERENT REQUIREMENTS OF THE JOB

- Strategic capability and leadership,
- Strategic Planning and Strategic Management,
- Service delivery innovation
- Client orientation and customer focus
- People management and empowerment
- Financial management
- Honesty and integrity
- Program and project management
- Change management
- Communication
- Knowledge management
- Decision Making

- Presentation Skills
- Problem Solving and Analysis
- Business Report Writing
- Influencing and Networking
- Planning and Organising
- Accountability
- Data Analysis
- Policy Analysis and interpretation
- Computer literacy
- Corruption measures and principles

DUTIES @DURBANHABOUR(May 2013 – December 2014)

JOB PURPOSE: Inspectorate and Port of Entry Duties

Position: Shift Manager, Immigration Services (Middle Management, 1 yr 7 months)

DUTIES @ Cape Town HABOUR(April 2009 – May 2013)

JOB PURPOSE: Inspectorate and Port of Entry Duties

Position: Acting Shift Manager/Supervisor, Immigration Services (Middle Management, 4 years)

To supervise and exercise control over the admission of persons into and their departure from the Republic through the Port of Entry.

PREVIOUS EMPLOYMENT

EMPLOYER : South African Police Services

POSITION : Administration Officer/Incarceration (Detention)

DURATION : November 2002 – April 2008

DUTIES

- Fulfilling the supervisory duties of student constables
- Charging of offenders
- Ensure of well being of prisoners while in custody(worked directly with Dept of Home Affairs Immigration branch)
- Compilation & writing of dockets of different natures
- Dealing with complaint on daily basis in charge office during 12hour shifts
- Liaise with sector departments such as Correctional Services
- Completion of SAP14(register where offenders details are entered)
- Completion of SAP22(register/receipt given to offenders as proof of property he/she has come with to prison)

EMPLOYER : Boland Computer College

POSITION : Part time assistant lecture

DURATION : 2003 – 2005

DUTIES

- Assist students with Microsoft Excel Beginners & Advance training
- Assist students to complete their Office Diploma
- Assisted lecture with training students in the following programs: Microsoft Word, Powerpoint, Access, Front page & excel

PREVIOUS EMPLOYMENT

EMPLOYER : South African National Defense Force

POSITION : Combat Soldier

DURATION : 1998 - 2002

DUTIES

- Patrol RSA & Mozambique borders preventing illegal immigrants crossing our borders
- Operations in removing illegal immigrants in Komatipoort&Malelane
- Arresting illegal immigrants & hand them over to Department of Home Affairs immigration services
- Road blocks – removing transport companies transporting illegal immigrants and human traffickers off the roads and then arrest them.
- Achievement – from the above-mentioned services rendered I received a general medal from former Army General Sipiwe Nyanda

REFERENCES

Name	Position	Contact details
MafikiDube	Deputy- Director (DHA)	
Vive. Ndamase	Communications Manager Nyandeni Local Municipality	

J. McEvoy	Former Manager (DHA)	
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