

Enq: Adv S Nkuna

Mr V Ramaano
Committee Secretary
Portfolio Committee on Justice and Correctional Services
Parliament of the Republic of South Africa
PO Box 15
CAPE TOWN
8001

Dear Mr Ramaano

APPLICATION FOR A DEPUTY PUBLIC PROTECTOR POST

I do hereby apply for a Deputy Public Protector's post as advertised in Sunday Times dated September 8 2019. I have 16 years' experience working in an investigative environment and I have the competence, integrity, qualifications and experience to occupy the position of Deputy Public Protector. I am currently employed as a Deputy Director Public Administration Investigations (PAI) responsible for Investigations in the Office of Public Service Commission in Limpopo for the past four and half years. Part of my mandate is to investigate complaints of maladministration, fraud and corruption lodged and present the findings and recommendations to the Commission for approval.

I track the implementation of recommendations issued to ensure that departments comply with the PSC's recommendations.

I previously worked as Specialist Investigator at Directorate for Priority Crimes Investigation (Pretoria Commercial Crimes unit) focusing on complex commercial crimes offences. Prior to that, I was appointed as Police Officer at Douglasdale Police Station (Johannesburg).

For the past four years and half years, I have consistently provided the Public Service Commissioner in Limpopo with strategic support to fulfil his mandate of accounting to National Assembly and Provincial legislature. I have acquired senior managerial abilities through my numerous appointments as an acting Provincial Director at the Office of the Public Service Commission in Limpopo, which is the highest level of management. I have always been decisive in dealing with matters of strategic importance relevant to the Province.

I was an independent contractor at the University of South Africa for five years where I taught Law to LLB and Social Work students. I used this platform as a latitude to impart my knowledge to countless law and social work students. It is my singular honour to submit that I played a role in developing countless law and Social Work Students in South Africa and across Africa and played a role towards skills revolution.


I have acquired an LLB degree, LLM in Corporate law and I am an admitted Advocate. I also completed a practical legal training and a Bachelor of Administration degree measuring in Public Administration.

I further completed a certificate in legislative drafting with the University of Johannesburg that has adequately prepared me for the interpretation of various legislative instruments that I will have to interpret in executing my mandate as Deputy Public Protector.

It is my considered view that I have the necessary competence to be the Deputy Public Protector.

Enclosed, kindly receive my Curriculum Vitae and copies of educational qualifications.

Yours faithfully,


ADV. SHADRACK NKUNA
DATE: 29/09/2029

Curriculum Vitae of SHADRACK NKUNA

Title : Advocate
Surname : Nkuna
First Names : Shadrack
Nationality : South African
Identity Number
Gender : Male
Residential Address

Postal Address

Contact Number
E-mail Address
Driver's License : C1

Highest School Qualification

High School Attended : Ndhambi High School
Year : 1997
Subject Passed : English, Afrikaans, Biology, Geography, Agricultural Sciences and Xitsonga

Tertiary Education

Institution 1 : University of Pretoria
Degree Obtained : **LLM (Master in Corporate Law)**
Year : 2011-2014
Courses passed : Corporate Law, Mergers and Acquisition, Law of Securities
Research topic : Analysis of offers of securities to the public.

Institution 2 : University of Johannesburg
Qualification : **Certificate in Legislative Drafting**
Year : January 2015 – June 2015

Institution 3 : University of South Africa
Degree Obtained : **LLB**
Year : 2010
Courses passed : Academic record attached.
Duration of study : 2005-2010

Institution 4 : University of Limpopo
Degree : **Bachelor of Administration**
Major courses : Public Administration and Industrial Psychology
Duration of study : 1998-2000

Institution 5 : Law society of South Africa.
Qualification : **Practical legal training.**
Duration : July 2012 to Feb 2013
Courses passed : Alternative dispute resolution, Attorneys bookkeeping, aspects of gender law, customary law, drafting of contracts, criminal court practice, commercial litigation, constitutional legal practice, legal costs, forms of business enterprise, High court practice, insolvency procedure, labour dispute resolution, practice management, magistrate court practice, matrimonial and divorce matters, professional conduct, personal injury claims and wills and estates

Achievements : Industrial Psychology Best student in 2000
: Awarded performance bonus by SAPS in 2005/2006
: Awarded performance bonus by SAPS in 2006/2007
: Awarded performance bonus by SAPS in 2007/2008
: Awarded international scholarship by Ford Foundation in New York to pursue LLM in 2011
: Best Academic Achiever in class whilst attending Resolving of crime learnership programme 2/2013

Software Knowledge

Computer Literacy : MS Word, MS Excel, MS Outlook, MS PowerPoint, Internet and Ms Access.

Work Experience

1. Employment : Office of the Public Service Commission
Period : 1 March 2015 to date
Position : Deputy Director: Public Administration Investigations

Duties and responsibilities:

Manage and control all the human, financial and physical resources in my directorate.
Head investigations in the Province (Limpopo)
Acts as Provincial Head of Office of the Public Service Commission in the absence of provincial Director and be in charge of the financial, human and physical resources in the entire office.
Renders efficient and effective serious maladministration, fraud and corruption committed in or against all the state Departments in Limpopo province
Takes part in the review, amendments and interpretation of Acts relevant to the working of the Public Service Commission (PSC), such as the Public Service Commission Act etc
Assist all the twelve (12) Limpopo Provincial Departments on the correct interpretation of the directives issued by Department of Public Service and Administration (DPSA).
Coordinate all investigations that are conducted in all Provincial Departments.
Ensure that departments comply with all the policies and directives issued by the National and Provincial government.
Provide strategic support and information to the Provincial Commissioner for presentation to the National Assembly and Provincial Legislature (Limpopo).
Provide legal support to the Departments on its relevant legislations and policies.
Follow up with Departments to ensure that they comply with the recommendations of the Public Service Commission's investigation.
Attends and contribute during strategic planning sessions.
Write legal opinions for the Commissioner and Provincial director.
Testify in court on behalf of the state in prosecution of cases the PSC referred to SAPS.
Part of the PSC legal forum and advice the PSC on amendments to the legislations and the impacts this would have on how the PSC conducts its work.
Briefs State Attorney's Office on litigation matters related to my line of work.
Testify on behalf of the Departments in disciplinary and arbitration matters.
Ensure that Minimum Information Security Standards is complied with in all the Departments.
Render administrative services related to my investigation.
Establishes and maintains relationships with other stakeholders like State Attorney's Office, SAPS, NPA etc
Keep records of important documents in the office.
Investigate all the Supply Chain Management malpractices by all the Provincial Departments and issue reports with recommendations for implementation.
Manage the tracking of recommendations database
Conduct research on governance issues in the Public Service.
Advise Provincial commissioner on best governance practices and strategies to give effect

to the strategic direction of the Public Service Commission (PSC).
 Conducts workshops with Departments in the Province to promote the values and principles as enshrined in section 195 of the Constitution of the Republic.
 Legal advice to internal and external clients.
 Ensures that legislations applicable to the public service are complied with by state departments.
 Deals with complaints of non-adherence with prescripts on procurements in all the departments in Limpopo and come up with mitigation measures.
 Advice the National and Provincial on the promotion and management of ethical culture in the public service.
 Present monthly, quarterly and annual reports to the Provincial Director and Provincial Commissioner.
 Legal research.
 Write quality reports and present to the panel of Commissioners.

2. Employment : Directorate for priority crimes investigation unit (Pretoria
 Specialised Commercial Crime Investigating
 Unit known as "Hawks")
 Period : 2011 Feb to 1 March 2015
 Position : Specialist Commercial Investigator

Duties and Responsibilities

Manage and guide junior investigators
 Handle all cases and complaints received by the unit
 Initiate and manage projects in the office.
 Legal advice to internal and external clients regarding investigations.
 Forensic Investigation of complex commercial crime cases (fraud, corruption and non-compliance with legislations)
 Planning in crime prevention and detection strategies.
 Resolve offences reported
 Investigation of any statutory non-compliance cases.
 Gives feedback to referring institutions such as state departments, Public Service Commission etc.
 Conducts case planning on files and dockets for investigations.
 Management of physical and financial resources allocated to my group.
 Compilation of quarterly and annual reports.
 Advice on statutes and legislative amendments related to our line of work.
 Referral of witnesses under threat to Witness Protection unit.
 Consultation with counsel for accused persons and prosecutors.
 Receive and resolve personal and telephonic clients' queries.
 Interpretation of statutes.
 Investigations of complaints received and finalizing as soon as reasonably possible.
 Conducts legal research.
 Investigate registered enquiries.

Present evidence in court and disciplinary enquiries.
 Testify in criminal, civil and disciplinary cases.
 Responsible for the gathering of evidence, interviewing of witnesses and complainants.
 To liaise and maintain relations with other stakeholders
 Preparing case dockets for court proceedings.
 Preparations of search and seizure warrants.
 Preservation and Analysis of evidence in terms of Criminal Procedure Act 51 of 1977,
 Liaise with local and international agencies.
 Crime trends / risk analysis
 Subpoena witnesses.
 General administrative duties related to my scope of work.
 Making presentations.
 Inspections *in loco* where necessary during investigations.

3. Employment : University of South Africa Johannesburg Region
 Position : Face-to-face tutor (Independent Contractor)
 Period : January 2011 to November 2014
 Modules Offered : Family Law 2601
 : Introduction to law for Social Work 2A (SCW 2601)
 : Introduction to law for Social Work 2B (SCW 2601)
 Reason for leaving : Change of employment from Gauteng to Limpopo

4. Employment : Douglasdale SAPS
 Period : December 2002 to January 2011
 Position : Constable
 Reason for leaving : Promotion

Duties and responsibilities

Legal advice to clients
 Crime awareness to communities under my jurisdiction
 Preliminary investigation of offences
 Planning and organizing
 Filing and record keeping
 Testifying in criminal and disciplinary hearing
 Receiving and addressing of complaints.
 Crime Awareness initiatives.
 Resolves complaints lodged
 Opening dockets for further investigation.

Acquired Skills

Investigation skills, leadership, investigative interviewing, legislative drafting skills, contract drafting skills, negotiation skills, project management, knowledge of lawmaking process, case management, complaint handling, computer literate, problem solving,

statements taking, research, communication skills, team work, negotiating, good interpersonal skills, self-management, time management, innovation, integrity, policy analysis, interpretation of statutes skills, gathering of evidence, drafting, investigative questioning, attention to details, tracing skills, reports writing, decision making, tactical response training and leadership skills. I have the working knowledge of the following legislations amongst others, the prevention and combating of corrupt activities act, the Public Service Act, South African Police Services Act, South African Police Standing orders, Public Service Regulations, Risk Management Framework, Public Finance Management Act, Treasury Regulations and Minimum Information Security standards.

Personal Profile

I am a person who has good communication, numerical, analytical, report writing, motivational, problem solving and conceptualizing skills. Ability to work effectively, independently and efficiently under pressure. As an active citizen, I have a better understanding of legal, political, social, economic and international contemporary issues

Interest and Activities

I enjoy reading, watching movies, playing soccer, current affairs, going to church and playing computer games.

References

1. Mr : TG Mashamba
 Position : Public Service Commissioner (Limpopo Province)
 Contacts
2. Colonel : F Ntshehi
 Position : Operations Head (Pretoria Commercial Crime Unit)
 Contacts :
3. Ms : TP Makhuele
 Position : Provincial Director (Public Service Commission Limpopo)
 Contacts
4. Mr : A Nematandani
 Position : Unisa Regional Academic Coordinator (Unisa
 Johannesburg Regional Office)
 Contacts