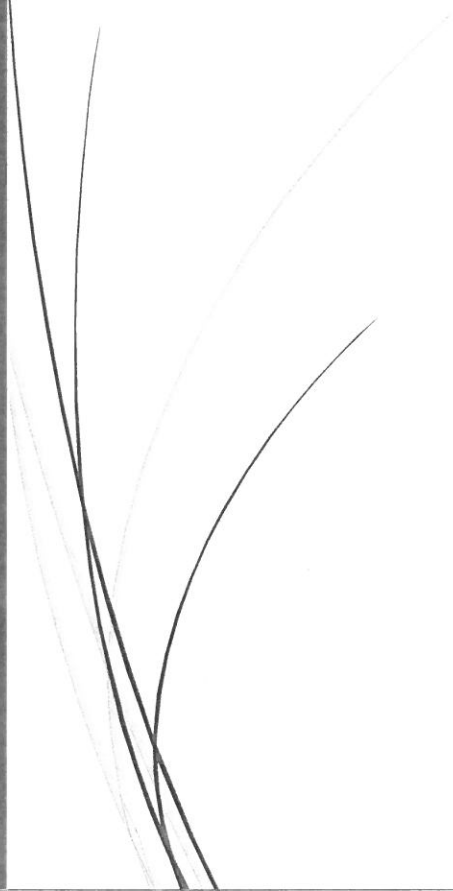


Profile

Katlego Dolamo





CANDIDATE NAME	Katlego Dolamo
LOCATION	Gauteng, South Africa
RACE / GENDER	African Female
NATIONALITY	South Africa
IDENTITY NUMBER	
DATE OF BIRTH	
LANGUAGES	Sepedi, English
CONTACT NUMBERS	
EMAIL	
SKYPE	
AVAILABILITY	Calendar Month Notice Period

I have over ten years' experience in compliance and risk management with an in-depth knowledge of South African legislation and international privacy regulations. I strongly believe that an institution's compliance culture is an integral part of the organisations strategy as it's a centre piece of good governance.

Key skills:

- Risk and Compliance management
- Data privacy compliance
- Automation and digitalisation of business processes
- Implementation & monitoring of ethics programmes
- Management of internal and external audits
- Research, testing for applicability and practical implementation of legislative requirements

CAREER OVERVIEW AND ACHIEVEMENTS

1. Barloworld Equipment

Barloworld Equipment is the Southern African dealer for Cat Earthmoving Equipment, with operations in South Africa, Lesotho, Swaziland, Namibia, Angola, Botswana, Zambia, Mozambique and joint ventures in the Democratic Republic of Congo.

With the parent company Barloworld Limited having a registered company in the United Kingdom, the compliance to the UK Bribery Act was imperative. As the regulatory specialist, I was responsible for ensuring a clean audit and a continuance seamless roll out of the ethics programme across all the southern African territories.

With the GDPR (General Data Protection Regulation) coming into effect in 2018 the biggest challenge for most organisation is determining its applicability, extraterritorial reach and how to implement controls across different territories Barloworld Equipment had a presence in.

My accomplishment was developing an easy to use applicability test for the different regions, reviewing all the data privacy legislations of the different countries and synthesising their key factors in order to develop standardised controls across the board. The biggest contributor was also being able to tie the requirements into the South African Protection of Personal Information Act which the company was more familiar with and aligning PoPI Act requirements to data governance initiatives that were underway or in the pipeline.

2. University of South Africa

UNISA is the largest university in South Africa & one of largest distance education institutions in the world, attracting students from 130 countries in Africa and globally. It has over 400000 students and 21 regional offices making ICT Department an integral part in supporting organization's core business needs.

My main responsibility was supporting the Head of ICT Governance in achieving the Department's objectives by providing strategic direction for the planning, implementation and monitoring of compliance programs. A strong component of my success involved stakeholder interaction & communication. I developed and maintained good working relations with business units to ensure collaborative support in achievement of shared objectives. Being part of service department engrained in me how to serve your client & go extra mile even with limited resources & very stringent policy rules which must be adhered to.

I have gained in-depth understanding of core functions such as Finance; Human Resource and Project Management as IT systems, policies and processes have direct impact & overall understanding is imperative. My key to addressing strategic & operational challenges through successful championing of risk and compliance practices included collaborating with C-Suite management in accomplishment of their KPI's, performance of root cause analysis attributing to audit findings and development of key policies & processes to solve high risk audit findings.

My achievements include successful implementation of compliance function & framework in ICT thus assisting in reduction of internal and external audit findings and affording me opportunity to assist in the evolution of ICT Department from being service department to being an enabler of business to achieve strategic objectives. I was also selected by the ICT Management to attend ASAUDIT Leadership Institute in 2012 and awarded best performer in 2014.

3. The Department of Trade and Industry - the dti

The South African Department of Trade and Industry (**the dti**) is a governmental department responsible for commercial policy and industrial policy. **the dti** and its subsidiary agencies are involved in promoting economic development, black economic Empowerment, registration of companies, intellectual property law, promoting and regulating international trade, and consumer protection.

I was positioned within Corporate Governance Directorate which had a strategic objective to actively promote Corporate Governance in the Department by providing guidance and support to the

executives, senior management and employees in general on all areas of good governance. The Directorate comprised of Risk Management; Compliance Management; Corporate Secretariat; Business Continuity Management; Contracts Management; Fraud Prevention and Ethics Promotion.

As the compliance administrator my focus was compliance to governance prescripts, inter alia, the Public Finance Management Act (PFMA), King Report on Governance (King III), Promotion of Access to information Act (PAIA) and Promotion of Administrative Justice Act (PAJA).

During my employment at **the dti** the compliance function was a relatively a new component of the Corporate Governance Directorate thus had the opportunity to draft the compliance policy governing the Department's compliance program which would result in focused streamlined management action.

My achievements include leading the development of Business Continuity Plan (BCP) Project with no deviation from project plan and timelines and thus mitigating against a high risk for a National Department. I also collaborated with the risk management unit on the identification & assessments of operational & strategic risks and also assisted with the implementation of Fraud Prevention Plan which led to **the dti** having reduced incidence levels of fraud.

4. One-Up Lubricants

One-Up Lubricants is a start-up company within a family business cluster which focuses on automotive spare parts and fuel retail industry. One Up Lubricants distributes imported lubricant products in South Africa and focuses on distribution of products that have superior quality and packaging, International Standards Organization (ISO) certification and certification by major car manufacturers like Volvo, Daimler-Chrysler.

My biggest achievements were guiding the business development of the company from a proposal phase into revenue producing business.

EDUCATION

DATE	NAME OF INSTITUTE	QUALIFICATION
2019	University of South Africa	Programme in Risk Management
2016	2016 Hult International Business School (Dubai, UAE)	Masters in Business Administration - MBA
2014	University of Johannesburg (Johannesburg, SA)	Post Graduate Diploma: Compliance
2011	University of South Africa	BCom (Accounting Sciences)
2009	University of South Africa	BCom (Law)
2003	Veritas College Senior School	Senior Certificate (Matric)

Additional Courses

- Certificate in EU General Data Protection Regulation (GDPR) Practitioner – The Knowledge Academy (July 2019)
- Certificate in EU General Data Protection Regulation (GDPR) Foundation – The Knowledge Academy (July 2019)
- Certificate in ITIL Foundation – Quintica South Africa (June 2013)
- Certificate in Project Management - Monash University – South Africa (May 2011)
- Certificate in Enterprise Risk Management – Alexander Forbes Risk Services (November 2010)
- Certificate in Compliance Monitoring – Compliance Institute of Africa (August 2010)
- Certificate in Introduction to Compliance – Compliance Institute of South Africa (March 2010)

EMPLOYMENT HISTORY

COMPANY NAME	UPS SCS South Africa
TYPE OF FIRM	Logistics
DATES OF EMPLOYMENT	August 2018 – Present
POSITION HELD	Compliance Manager

DUTIES

Reporting to the Managing Director (South Africa) as well as ISMEA District Compliance Manager

Business Planning:

- Member of the business planning team responsible for setting strategic objectives and implementation plans for UPS ZA.
- Member of the management team responsible for monitoring goals implementation and developing corrective action plans where necessary.
- Monitor legislative developments and review applicability and impact on the organisation.

Risk Management:

- Manage the Business Risk Compliance Committee (BRCC) and ensure reports and meetings adhere to the ISMEA District standards.
- Manage the identification and assessment of strategic and operational risks.
- Ensure that risk owners and mitigation owners are identified and aware of their responsibilities
- Ensure mitigation controls are developed by responsible department and implemented by due date.
- Measure the controls effectiveness, efficiency and whether control is consistently applied.
- Compile risk management reports presented to ISMEA District.

Compliance Management

- Manage the ISMEA compliance calendar and ensure timely submission of reports.
- Identify In-Country legislative requirements that are above District standardized requirements and ensure controls are developed and implemented.
- Monitor legislative developments and review applicability and impact on the organisation.
- Ensure the timely performance and review the quality of self – audits performed by Departments.

- Ensure Foreign Corrupt Practices Act (FCPA) requirements are adhered to and audits performed.
- Manage the FCPA third party due diligence performed on all vendors with any level of government interaction.

Procurement

- Manage the procurement team and assisting in the improvement and overhaul of procurement policy, processes and supporting forms.
- Ensuring that procurement policy is aligned to In – Country BEE strategy and that evaluation criteria for vendors supports BEE initiatives.
- Guide procurement team and approve deviations from procurement policy.

Cash on Delivery (COD)

- Manage COD Finance team and ensure the continuous improvement of services.
- Identified all the relevant stakeholders in the COD process and compiled end to end COD process for UPS In – Country.
- Continuously identify process gaps and ensure controls are developed and implemented.
- Monitor performance of unapplied cash derived from COD transactions.
- Determine and implement automation of reconciliation tools for Cash Application and COD team.

Contract Reviews

- Implement local contract review process and management of process thereof.
- Establish escalation of contract review process between District Legal and local management.
- Review contractual agreements between UPS and suppliers of products and services.
- Ensure contracts contain protection clauses and in line with legislation.
- Determine any government interaction of vendor on behalf of UPS and ensure contract is aligned with Third Party Due Diligence policy and processes.

Audits & Controls Environment

- Manage Target Risk Based Audits (TRBA) conducted by Corporate Internal Audit.
- Ensure Corrective Action Plans and Prevention Action Plans are developed and implemented.
- Compile monthly TRBA Progress Reports for submission to Corporate.
- Provide general corporate governance advise to management and operations

Compliance Culture

- Advised business on broader corporate governance principles to embed compliance culture in day-to-day execution of business processes
- Fostering a culture of operational and reputational excellence through interdepartmental stakeholder engagement.

General management

- Assisted with management of Finance Team while Finance Manager Role was vacant.
- Reviewed and quality controlled Accounts Receivable, COD, Cash & Bank and Write off reports submitted to ISMEA District.
- Identified process improvements for Cash Application and implemented rolling bank report from Nedbank for ease of cash application.
- Oversaw the bid process for payment portal and system alignment review.

COMPANY NAME	Barloworld Equipment
TYPE OF FIRM	Machinery
DATES OF EMPLOYMENT	April 2017 - April 2018
POSITION HELD	Regulatory Compliance Specialist (Southern Africa)

DUTIES

Reporting to the Executive Director – Legal and Compliance as well as Head of Compliance

Compliance & Risk Management

- Monitor legislative developments and review applicability and impact on the organisation.
- Manage submissions and requests of legislative updates with territory compliance officers in Angola, Mozambique, Namibia, Zambia, Botswana, and Malawi and ensure they are built into the organisation's regulatory universe.
- Enhancing the UKBA risk assessment process which will quantify risk of employees, territory and domestic entities exposure to bribery & corrupt activities.

- Assisting procurement in analysing economic empowerment laws and requirements in the southern African territories to determine potential impacts on procurement strategy and supplier appointments.
- Performed critical analysis of the southern Africa credit laws against territory and domestic agreements to determine applicability, compliance and registration requirements.
- Analysed and determined which legislative privacy requirements are most stringent among group territories and aligned all privacy requirements to legislation offering highest protection.
- Demonstrated the benefit of aligning the different privacy requirements to a legislation that offers best practice; thus providing opportunity for standardised privacy solution across Southern African territories.
- Analysed the requirements of Protection of Personal Information Act (POPIA) and EU General Data Protection Regulation (GDPR) and determined depth of applicability to South African, African territories and UK office.
- Illustrated the integration of Protection of Personal Information Act (POPIA) requirements to data governance and system optimisation initiatives that are underway or in the pipeline in lieu of a separate POPIA implementation project.

Governance & Controls Environment

- Develop and assist in the implementation of controls across South African branches and southern Africa territories to ensure compliance to identified legislation
- Advised the Vendor Master File Cleansing project team on Protection of Personal Information Act (POPIA) requirements to ensure appropriate access rights are implemented for viewing, editing and transfer of data.
- Assist in maturing the due diligence process and risk assessment on third party service providers and suppliers
- Assist Head of Compliance in maintaining ethics & compliance programme and ensure audit readiness.

Stakeholder Engagement

- Identify regulators emanating from prescribe legislation and build beneficial relations
- Coordinate all internal audit requests relating to ethics & compliance programme

- Facilitate and maintain good working relationships with all southern Africa stakeholders to ensure collaborative support in the achievement of shared objectives

Training & Reporting

- Provide Ethics training to Barloworld Equipment employees and ensure proper maintenance of training records
- Compile board reports on legislative developments that have high possibility to significantly impact the operations of the business once enacted.

COMPANY NAME	University of South Africa (UNISA)
TYPE OF FIRM	Education
DATES OF EMPLOYMENT	May 2011 - March 2017
POSITION HELD	Compliance Officer: ICT Department

DUTIES

Reported to Head of ITC Governance

Compliance & Risk Management

- Managed the strategic planning, implementation and monitoring of compliance programs in line with best practice
- Led development of Compliance function and compiled Framework for ICT Department guiding department into improving compliance to legislation
- Determined state of regulatory compliance & risk exposures resulting in enhanced mitigation strategies for critical compliance risk areas
- Managed the integration of compliance management plans & risk management plans with the organization's strategic and operational processes, this also assists in ensuring that the department's compliance initiatives are aligned to key business processes
- Supervised development of risk control plans for regulatory prescript indicating controls in place to ensure effective compliance
- Compiled compliance reports for executive management meetings incl: ICT Steering Committee of Council, Management Committee, Risk and Auditing Committee of Council

Internal & External Audit Management

- Managed relationship with internal and external auditors to ensure effective management of audits in the Department
- Managed the resolution of the IT and Finance audit findings by ensuring that managers implement preventative and detective controls with high emphasis on automation; safeguarding that findings were resolved timeously.
- Monitored management's adherence to timelines committed to in audit reports

Stakeholder interaction and communication

- Served as central liaison for Risk Management Department and Internal Audit Department on all audit and compliance risk matters
- Liaised with the Executive & line managers on all matters affecting the department's compliance risk profile & regulatory compliance obligations
- Assisted IT Resource Management unit with development of Standard Level Agreements for suppliers and monitoring thereof
- Partook in the evaluation of tenders to ensure the integrity of procurement process

Education & Monitoring:

- Assisted managers, relevant staff and ICT committees in understanding applicable legislation and best governance practice requirements and providing regular updates
- Guided policy developer in determining which ICT policies should be developed and implemented to ensure compliance with applicable legislation
- Facilitated continuous flow of information and updates to the respective business units in ICT department and university as whole regarding ICT compliance risks to business
- Monitored departments adherence to policies with high focus on procurement policies due to significant IT investments by the University

Compliance Culture

- Advised management on broader corporate governance principles to embed compliance culture in day-to-day execution of business processes
- Developing, implementing and maintaining a culture of operational and reputational excellence
- Ensuring information security, fraud prevention and integrity management

Leadership roles

- Member of the Information Security Committee
- Member of the UNISA Combined Assurance Task Team
- Attend the Audit Steering Committee meeting on behalf of the ICT Department.
- Have attended Risk and Audit Committee meetings and form part of working groups on behalf of ICT department's executive director.
- Selected by ICT Management to attend ASAUDIT Leadership Institute in 2012

COMPANY NAME	Department of Trade and Industry (the dti)
TYPE OF FIRM	Government
DATES OF EMPLOYMENT	June 2009 - March 2011
POSITION HELD	Compliance administrator

DUTIES

Reported to the Deputy Director

- Positioned within Corporate Governance Directorate as an intern and assisted with analysis of compliance management plans & risk management plans to ensure alignment with the organisation's strategic and operational processes
- Drafted compliance policy governing Department's compliance program resulting in focused streamlined management action
- Assisted in compiling the regulatory universe applicable to the department
- Developed Compliance Control Plans for Public Finance Management Act / PFMA, Prevention and Combating of Corrupt Activities Act to ensure controls and policies are developed.
- Monitored compliance to PFMA calendar
- Collaborated with risk management unit on identification & management of operational & strategic risks
- Assisted risk management team and forensic audit team with implementation of Fraud Prevention Plan

- Administered Development of Business Continuity Plan (BCP) Project with no deviation from project plan and timelines and mitigated against a high risk for National Department
- Compiled Promotion of Administrative Justice Act Awareness Circular for distribution to all staff
- Aided in facilitation of awareness of fraud prevention to all staff members which resulted in reduced incidence levels of fraud
- Providing general support on corporate governance standards incl compliance with King III.

Leadership roles

- Member of Internship Committee

COMPANY NAME	One Up Lubricants
TYPE OF FIRM	Manufacturing
DATES OF EMPLOYMENT	January 2008 - May 2009
POSITION HELD	Operations Administrator

DUTIES

Reported to the Managing Director

- Guided the business development of Startup Company, from proposal phase into revenue producing business.
- Established viability of automotive lubricant's market by conducting product and client research
- Researched & recommended business form ensuring separate legal entity and cost benefits for the start up
- Researched legislation applicable to importing of lubricants into South Africa ensuring that business complies with applicable import laws and tax regulations
- Managed the procurement of lubricants from international suppliers and ensured that supply chain activities from procurement, transportation from ports to delivery to customer where streamlined
- Liaised with banks and organize payment guarantees and letters of credit to ensure business purchased from suppliers at best currency exchange rate

REFERENCES

1. Portia Mpolaise

- Current Position

Director: GRC

Organisation: SANBI

2. Keitumetse Zulu

- Current Position

Manager: Governance and Secretariat Services

Organisation: CCMA

***PLEASE NOTIFY ME BEFORE CONTACTING REFERENCES**

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