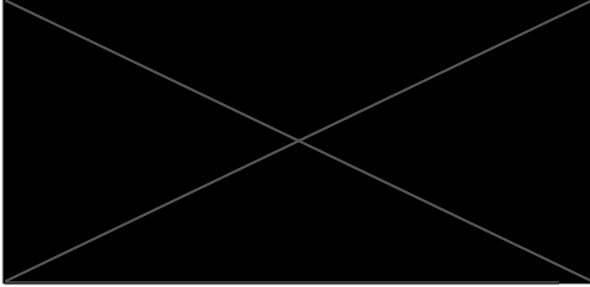


Dr MUTHUHADINI ALFRED MADZIVHANDILA

PERSONAL DETAIL



Gender: African Male

Disability: None

EDUCATIONAL QUALIFICATIONS

Executive Management Programme: Turf loop School of Business Leadership (University of Limpopo) 2019: Certificate still underway

Advanced Certificate in Labour Relations: University of Pretoria 2020: Certificate still underway

University of Venda: 2016 Doctoral Degree in Philosophy (African Studies) PhD

University of the North: 2001 Master's degree in Development Studies

University of Venda: 1991 BA Arts (Psychology)

University of Venda: 1993 University Education Diploma

University of Venda: 1994 (BA Hons) Psychology

Wits University: 2001 Certificate in Rural Development Policy and Management Programme

University of Johannesburg: 2002 Certificate in Project Management

University of Pretoria: 2002 Certificate in Fraud Prevention

University of Pretoria: 2003 Certificate in Fraud Prevention in Procurement Processes.

University of South Africa (Unisa): 2006; Advanced Diploma in Public Sector Governance

Lunds University (Sweden) Advanced Diploma in Traffic and Transport Management

Regenesys 2011: Certificate in Monitoring and Evaluation

BUSINESS EXPERIENCE

Employer: University of Mpumalanga
Year: January 2016 to June 2018
Position: Head of Operations and Institutional Support

Responsibilities

A. Provide Strategic Direction and leadership to the Campus

- ✦ Develop the Annual Performance Plan
- ✦ Implement Both the strategic Plan and the APP
- ✦ Develop the high-level Operational Plan
- ✦ Strategically Manage human resources in the Campus (People Management)
- ✦ Manage Performances of all Senior Managers
- ✦ Implement Change Management strategy in line with UMP strategy
- ✦ Provide Governance leadership

B. Strategically Provide Financial management of the UMP

- ✦ Strategically manage and monitor financial resources and Assets of the Campus
- ✦ Develop an Annual Procurement Plan and Implement
- ✦ Monitor adherence to the internal control systems
- ✦ Strategically manage all UMP Campus Projects.
- ✦ Manage University Projects i.e. Infrastructures development and Estate management.
- ✦ Respond to alleged violations of rules, regulations, policies, procedures and standards

C. Strategically Manage Stakeholders Engagement Program

- ✦ Develop a data base of key UMP relevant stakeholders
- ✦ Conduct quarterly stakeholders briefing
- ✦ Attend events and represent the Vice-chancellor
- ✦ Marketing of the Campus and Community Engagement/Stakeholders Relations and management
- ✦ Management of Campus Operations

D. Direct Operations of the UMP Campus

- ✦ Implement the UMP operations strategy and plan
- ✦ Engage external contractors in monitoring construction progress
- ✦ Receives construction reports and evaluate them
- ✦ Monitor Maintenance of all UMP facilities and infrastructures

Employer: Dual Point Holdings
Year: October 2013 to November 2015
Position: Chief Operations Officer

Responsibilities:

- ✚ Develop the Company Strategy
- ✚ Provide Guidance in terms of Principles of good corporate governance-quality enhancement, honesty and integrity, communication, and ethical administration
- ✚ Manage the Human Resources Division including Payroll
- ✚ Provide strategic financial management of the organisation
- ✚ Monitor compliance to all organisational policies and prescripts
- ✚ Develop a register to manage conflict of interest keep same register for every strategic meeting
- ✚ Conduct investigations in cases of complain and recommend to the relevant authorities
- ✚ Overseeing functional of annual plan and aligning them with strategy
- ✚ Facilitation of annual review of the Organisational/Company Strategy
- ✚ Driving the performance management System of the organisation and ensure strategic performance reporting.
- ✚ Developing the Organisational/Company Budget and align it with the Strategy.
- ✚ Developing of Financial management policies and Supply chain systems.
- ✚ Direct operations of the whole Company and lead the support function of the whole organisation.
- ✚ Report writing and presentations before EXCO and the Board

Employer: Road Traffic Management Corporation
(RTMC)
Year: March 2008 to 2013 (Contract ended)
Position: Executive Manage: Road Safety Education and Campaigns.

Responsibilities:

- ✦ Compile Strategic Plan for the Division in line with the organisational structure
- ✦ Compile a Business Plan for the Unit.
- ✦ Coordinate Road Safety Campaigns in all Nine Provinces and Metros
- ✦ Mobilise Resources through Partnerships with Big Corporates.
- ✦ Compile the Report for the office of the CEO
- ✦ Develop and Manage Records Management systems for the Office
- ✦ Monitor the Implementation of the Entity's Policies
- ✦ Monitor Compliance to all Entity's Policies and Procedures
- ✦ Set Standards and Operating Procedures for the Division
- ✦ Prepare Budget for the Division and Manage the Implementation thereof.
- ✦ Compile monthly Reports to the office of the CEO

Managing People/Human Capital Management

- ✦ Performance Management of Staff as per Strategic Plan
- ✦ Organise Relevant Training Packages for staff within the Unit
- ✦ Guiding, Coaching and Monitoring Staff as per Strategy
- ✦ General Management of the Entire Unit Including Leave Management, SCM, Budgeting and Expenditure Management

Employer: Department of Public Enterprises
Year: 01 October 2004 to 28 February 2008
Position: Director: Internal Compliance Monitoring And Secretariat

POTFOLIO:

- ✦ Member of the Management Committee of the DPE.
- ✦ Chairperson of the Transformation Committee

- ✚ Provide Financial leadership through interpretation of adherence to the requirements of the Public Finance Management Act, and other relevant legislation and financial guidelines
- ✚ Provide Guidance in terms of Principles of good corporate governance-quality enhancement, honesty and integrity, communication, ethical administration, etc
- ✚ Monitor the entire recruitment processes as required by the Public Service Act and all labour laws.
- ✚ Review the strategic Plan of the Department in cases of urgent operational changes.
- ✚ Develops periodically reviews and updates standards of general conduct within the Department.
- ✚ Collaborates with other divisions (e.g. Risk management and Employees services) for investigations and resolutions.
- ✚ Respond to alleged violations of rules, regulations, policies, procedures, and standards.
- ✚ Acts as an independent review and evaluation body to ensure that compliance issues/concerns within the department.
- ✚ Identify potential areas of compliance vulnerability and risk, and then develop/implement corrective action plans for resolution.
- ✚ Appointed Record Manager for the whole Department.
- ✚ Provide Leadership, direction, career development, motivation, and discipline for all staff within the Unit

Employer: Department of Public Enterprise
Year: 01 January 2004
Position: Deputy Director: Compliance and Secretariat Unit:

Responsibilities

- ✚ Facilitate compliance training for DPE staff
- ✚ Prepare and publish compliance calendar for the DPE
- ✚ Promote internal excellence and transparency in procurement activities
- ✚ Evaluate the effectiveness and determine efficiency of the departmental policies.
- ✚ Oversee and directs internal review and monitoring activities within DPE.
- ✚ Review the controls implemented to safeguard departmental assets and make recommendations.

Employer: The Agricultural Research Council
Year: 2002 to Dec 2003
Position: Company Secretary of the ARC (Agricultural Research Council) Head of the Unit (office of the CEO)

Responsibilities

- ✦ Rendering Administrative and Compliance Management to ARC council, executive management and for the office of the CEO's.
- ✦ General Monitoring of Compliance to Deadlines as well as Monitoring of Compliance to Company's Legislation.

Employer: University of Venda
Year: 1998-2002
Position: Chief Administration Officer
(Committees Secretary) Head of the Unit)

Responsibilities:

- ✦ General Administration, budget control and co-ordinating meetings i.e.
- ✦ Secretary to the University Senex
- ✦ Secretary to the University budget committee
- ✦ Secretary to the University senate
- ✦ Assist in compiling Agenda for the University Council
- ✦ Conduct in service training on professional ethics to managers
- ✦ Conduct training on report writing
- ✦ Conduct training on culture, Gender on all diversities

Employer: Department of Labour
Year : 1991-1998
Position: Assistant Director: Head of Labour Centre

Responsibilities:

- ✦ General Administration
- ✦ Supervision of four major programmes i.e. Labour Relations, Unemployment Insurance Fund, Procurement/stores and Employment Services
- ✦ Conduct training on labour relations matters, UIF, COIDA
- ✦ Supervise Human Resources Management
- ✦ Management of Placement of Interns
- ✦ Oversee the Budget of the Entire Labour Centre

Executive Summary of Skills

- ✚ Practical hands on Experience on Strategic Development Processes and Management of Strategy
- ✚ Hands on Experience on Business Plan (APP) development
- ✚ Practical Hands on Experience on Stakeholders Relations and Management thereof
- ✚ In depth knowledge of Development initiatives and General Development Knowledge.
- ✚ Key Skills and Hands on experience in Community Development
- ✚ Practical and Academic on Programme Management
- ✚ Hands on experience in Project Management.
- ✚ Skills on Quality Management and Reporting
- ✚ Ability to Conduct Evaluation, Monitoring and Reporting
- ✚ Ability to participate meaningfully on all issues of Business Enterprises
- ✚ Knowledge of all issues relating to transformation processes
- ✚ Knowledge of all procurement processes and procedures
- ✚ Advanced Knowledge on Public Management
- ✚ Advanced knowledge in Problem solving, management and resolving conflict
- ✚ Recognised skills in Government Compliance Monitoring Processes
- ✚ Financial Management as per legislative Framework (PFMA, TREASURY Regulations and SCM
- ✚ Skilful in communications and presentations
- ✚ Hands on strategist who has form part in the formulation of the strategic Plan for the Agricultural Research Council and the Department of Public Enterprises.
- ✚ An Agent of Change Management and Management of Diversity (Attended an intensive training (through RAU)of Management of all Diversities i.e. Gender and Culture Diversities
- ✚ Ability to Prevent and or detect Fraud on Procurement processes.

Team Player

- ✚ Able to work in a team although in most cases resume the leadership role automatically.

Communication

- ✚ Ability to communicate very well in most of the South African languages and in English.
- ✚ Highly skilled on Presentations and Media Communications

Computer literacy:

- ✚ Working knowledge of Microsoft office (Project, Word, Excel, PowerPoint, and Outlook). Extensive experience of Integrated Document Management System (IDMS).
- ✚ Fully computer literate in most commercial packages; Word, Excel, PowerPoint, WordPerfect, MS Project, Windows 2007.

GOVERNANCE AND ENTITY OVERSIGHT POSITIONS OCCUPIED

- ✚ **Currently serving on the Board of National Lottery Commission as a Board Member from 1st April 2017 to 31st March 2022**
 - ❖ **Chairperson of the Human Capital, Social and Ethics Committee of the NLC**
 - ❖ **Member of the Governance Committee**
 - ❖ **Member of the Audit and Risk Committee of the NLC**
 - ❖ **Member of the Regulatory Committee of the NLC**
- ✚ **Served on the Board of the National Development Agency (NDA) in September 2007 for a Period of 3 years. (Ending November 2010)**
 - ❖ **Chairperson of the Research and Development Committee (Committee of NDA Board)**
 - ❖ **Member of the Project Program Steering Committee**
 - ❖ **Member of the Management Committee of the NDA (MANCO)**
- ✚ **Appointed to serve on the Board of Global Road Safety Partnership (GRSP) since 2008 to December 2012.**
- ✚ **Appointed as an Interim Deputy Chairperson of Limpopo Economic Development Enterprise (LIMDEV) from 1st April 2012 to December 2012**
- ✚ **Appointed as a Chairperson of Limpopo Economic Development Agency (LEDA) and all its Subsidiaries i.e. Great North Transport, ASA Metals, Corridor Mining Resources and Risima Houses) from 1st January 2013 to 30th August 2013 (Resigned from the Board**

POTFOLIO

Board Oversight Responsibilities

- ✚ As member of MANCO: Oversee the Finance of all Entities/ Organisations
- ✚ Verification and signing off financial Statements to the Shareholder (Department of Social Development)
- ✚ Oversee General Management of the Organisation (NDA) Development of the Strategy of the NDA
- ✚ Quarterly Evaluate and Assess Performance of the CEOs and intervene where necessary
- ✚ Oversee the Compiling of all Reports to the Shareholder
- ✚ As Chairperson of The Research and Development Committee: Oversee all Research Conducted by the NDA as whether they really inform the Core-Business of NDA
- ✚ Receive Budget proposals and proposed allocation from the Executive Director and recommend it for Board approval.
- ✚ As Member of Manco /Board: Form part of the Team that conduct Briefing to the Minister of Social Development on the Performance of the NDA

REFERENCES/CONTACT PERSONS

1. Prof R. Howard
Deputy Vice-Chancellor: Operations
University of Mpumalanga

2. Prof Alfred Nevhutanda
Chairperson of the NLC Board
National Lotteries Commission

3. Dr Nimrod Mbhele
Former Group CEO: Dual Point Holding
