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Curriculum Vitae of Maesela David Kekana

summary:

I am Strategic, innovative, goal oriented, self- motivated, consistent, and thriving for knowledge and eager to learn. I can work more efficiently even under pressure and stress with over 20 years' experience of administration and management in various organizations. I have the ability to adapt to new situation with excellent interpersonal communication (written and verbal). My areas of expertise are project management, report writing, monitoring and evaluation, and organization management.

From 2014 - 2019 I served as a member of National Assembly responsible on Portfolio on communication, Portfolio of Science and Technology, Home Affairs and Magistrate Commission (on Appointments Committee), this portfolio gave me enough experience and to understand governance and oversight in full, make me to be ready for future challenge, and I equipped myself with the qualification in Management as I attained Advanced Certificate (NQF level 7, equivalent to bachelor degree) and Post-Graduate Diploma (NQF Level 8) with Wits University. 2010 - 2013 I was Chief Protocol Officer to the Minister of Human settlement, Managing his Official Affairs

Personal Information

Gender : Male

Date of Birth

Identity No

Driving Licence

Postal Address

Language : Sepedi, English, IsiZulu, Tswana & Xitsonga (Speak, write and read)

Employment History

1. Name of Organisation: - Housing Development Agency

Position Held: Manager – Stakeholder & Intergovernmental Relations

Duration: July 2020 to Date

Roles and Responsibility

- Strategic support to the Executive
- Stakeholder engagement and consultation
- Relationship Management
- Cluster Coordination
- Administration
- Financial Management
- Compliance Management
- People Management

2. Name of Organisation: Joburg Property Company

Position Held: Audit Committee Member - Board

Duration: 2020/03 – to Date

Task and Responsibility:

- Audit Risk Management for the company

3. Name of Organisation: Ndebele Royal House

Position Held: Chairperson - Acting

Duration: 2019/04 – to Date

Task and Responsibility:

- To lead the Royal Family

4. Name of Organisation: Department of Human Settlement (Minister's Office)

Position Held: Chief Protocol and Advisory Officer

Duration: 2010 - 2013

Task and Responsibility:

- Working with Community structure
- Conduct Ministerial visits
- Meeting Stakeholders, Working with Mass Democratic Structure
- Advising the Minister with Protocol leading
- Advising on his behalf
- Community Liaison Officer
- Guiding his meetings
- Receiving Guests
- Pressing the law

5. Name of Organisation: Protea Coin Security

Position Held: Assistant Legal Advisor to the CEO

Duration: 2007 - 2009

Task and Responsibility:

- Assisting the advisor on Legal issues
- Research
- Drafting of contracts
- Dealing with mediation and disputes
- Attending hearings

6.Name of Organisation: SACP**Position Held: Manager – Organising and Media****Task and Responsibility:**

- Supervising Membership
- Recruiting
- Field Worker
- Branding

Tertiary Education

Qualification	Institution	Year:
Post – Graduate Diploma In Management (NQF 8)	Wits University	2019

Major: Public Finance

Decision Making
 Rural Development
 Policy Development(Making)
 Political Leadership
 Analytical Method
 Governance

Certificate	Institution	Year:
Certificate in Governance	Wits School of Governance	2016

Majors: Managing Delivery, Programmes and Projects

Policy, Politics & Power
 Financial Oversight & Accountability
 Oversight, Monitoring & Evaluation
 Integrated Project Report

Secondary Education:

High School Attended: Mafsiakgomo High School

Year: 1995

Certificate: Matric (NSC)

Pending Qualification:

1. Institution: University of South Africa – UNISA
Qualification: Civil Law Administration
 2. Institution: Wits Technikon – University of Johannesburg
Qualification: Office Administration
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Competencies:

Skills:

- Conflict resolution
 - Communication and Good Problem solving
 - Leadership
 - Computer Literate
 - Good interpersonal Skill
 - Excellent liaison at administrative and Publicly
-

References:

Name: Mr Pule Malahlela
Company: Housing Development Agency
Position: Coordinating Manager
Contact No


Name: Lindiwe Maseko
Company: Parliament of Republic of South Africa
Position: Chairperson of Portfolio Committee (Science & Technology)
Contact No:

Name: Nicolette Van Zyl
Company: Magistrate Commission
Position: Appointments Commission Secretary
Contact No

Name: Kallie Kritz
Company: Protea Coin (Now Bidvest)
Position: Assistant Legal Advisor
Contact No

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname: **KEKANA**
 Name: **MAESELA DAVID**
 Sex: **M**
 Nationality: **RSA**
 ID Number: **620010000000000000**



Country of Birth: **RSA**
 Status: **CITIZEN**

ID

Conditions: **This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997**
 Date of Issue: **26 SEP 2018**

If found please return to the Department of Home Affairs
 For enquiry or verification purposes contact 0800 60 11 00





27 OCT 2018
 HOUGHTON

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE ORIGINAL DOCUMENT AND THAT THERE IS NO INDICATION THAT ALTERATIONS HAVE BEEN MADE THERETO BY AN UNAUTHORISED PERSON.

2020-10-21

S. T. UAB
 Signature

Branch Manager
 SA Post Office
 Primrose Hill 1417

South African
Certification Council



Suid-Afrikaanse
Sertifiseringsraad

SENIOR CERTIFICATE
SENIOR SERTIFIKAAT

Awarded to / Toegeken aan

MAESEA DAVID KEKANA

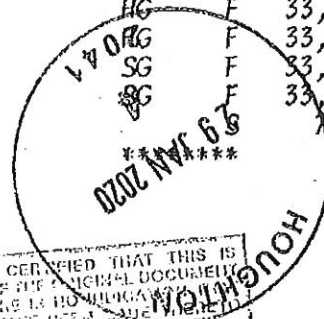
Identity number

teltsnommer

Subjects passed / Vakke geslaag

Northern Sotho : First Language
English : Second Language / Engels : Tweede Taal
Afrikaans : Second Language / Tweede Taal
Biology / Biologie
Biblical Studies / Bybelkunde
Aggregate / Groototaal

HG	D	50%-59%
HG	F	33,3%-39%
OG	F	33,3%-39%
SG	F	33,3%-39%
BG	F	33,3%-39%
		120-949



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2020-01-29

Branch Manager
S.A. Post Office
Princess Hill 1-117

ENDORSEMENT
None

ENDOSSEMENT
Geen

With effect from

APRIL 1995

Met ingang van

Executive Officer

J. Lortz

Uitvoerende Beampte

This certificate is issued without alteration or erasure of any kind.

Hierdie sertifikaat word uitgereik sonder verandering of uitwissing van enige aard.



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UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG

At a congregation of the University

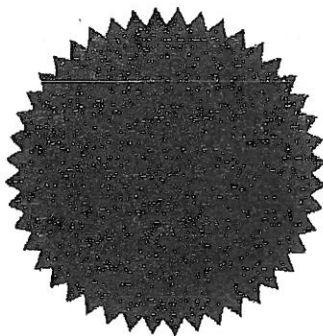
held on 10 December 2019

Maesela David Kekana

having satisfied the requirements

is hereby granted the

Postgraduate Diploma in Management




Dean: Faculty of Commerce, Law
and Management



Vice-Chancellor


Registrar

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03-10-2019

Branch Manager
SAFETY OFFICE
Pretoria 0001

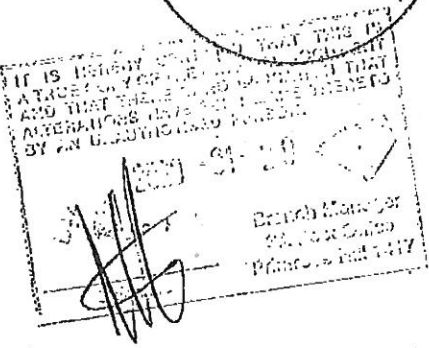




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WITWATERSRAND
JOHANNESBURG



PADM0132-15012/02/0002

Certificate of Competence

Faculty of Commerce, Law & Management

Wits School of Governance

This is to certify that

Maesela David Kekana

from 25 May 2015 to 31 March 2016
has met the minimum requirements for competence in

Advanced Governance and Public Leadership

(details overleaf)

Head, Wits School of Governance

Date of Issue: 05 April 2017



Dean, Faculty of Commerce, Law & Management