

127



EXPERIENCE

Nkangala District Municipality, Middelburg

01 December 2017 – Current Date

Position: **General Manager of corporate Services**

Duties: Directly accountable to council

Provide strategic leadership of the department of the following:

HR & MD Issues

Labor relations

Collective bargaining

Facilities Management

Security Services

Fleet Management

Public Liaisons and Communication

Record Management

Council Auxiliary Services and Support

Public Participation

MS. NGWENYA NANCY NOMAH

SOUTH AFRICA LOCAL GOVERNMENT ASSOCIATION SALGA, NORTH WEST & FREE STATE

2009 March – 2015 January

Position: **PROVINCIAL EXECUTIVE OFFICER (NW) &
ACTING PEO (FS)**

OBJECTIVE

To establish myself within a dynamic environment where my expertise, skills and insight Public Administration can be gainfully utilized to the greatest of my exploits

PURPOSE: To lead, manage and provide an effective and efficient strategic leadership so that the Provincial office of SALGA ensures that an effective service is provided within the mandate of the organisation to local government whilst their specific needs and requirements are understood and represented at national level.

Outputs:

- Prepare, monitor, and control the annual provincial budget so that provincial expenditure is in line with SALGA's strategic objectives and financial requirements.
- Lead and manage staff in the province so that they achieve their work objectives and work within an environment conducive to achieving required results
- Develop, gain approval for, and implement a business plan for the province that is aligned to SALGA's strategy and meets the specific local government needs of the province.
- Monitor and report on progress against the provincial business plan and take the necessary action to ensure that the goals and targets in the

POSTAL ADDRESS

Same as residential

FSI

business plan are met within time, quality and budget requirements.

- Ensure the implementation of SALGA initiatives in the province so that they are launched and managed successfully and in a sustainable way in each of the relevant municipalities.
 - Network with other Senior SALGA Staff, Municipalities within the province, the Business Community, Government Departments etc, so that there is an understanding of the needs of the province and support for its progress.
 - Maintain an effective working relationship with National Office so that work done at a National Office level can be effectively integrated into the provincial business plan so that the requirements of the province are understood at National Office and are taken into consideration in planning, funding and special projects.
 - Oversee and maintain ultimate responsibility for the implementation of all SALGA decisions in the province so that the province adheres to all requirements laid down by SALGA.
 - Received an award as the North West Best Employee of the year 2013/14
 - Received an award as the 2nd runner up as SALGA National Best Employee of the year 2013/14
 - Managed with great success to improve and enhance organisational performance, with a steady performance from 68% in 2009 and finally achieved 100% for the year 2013/14
-
- ✓ Production of a 5year conference report
 - ✓ Hosting of a provincial conference with great success, Provincial Members Assembly, Budget Weeks, and PEC Makgotla
 - ✓ Rendered with great success secretariat services to the PEC
 - ✓ Received an award as the North West Best Employee of the year 2013/14
 - ✓ Received an award as the 2nd runner up as SALGA National Best Employee of the year 2013/14
 - ✓ Managed with great success to improve and enhance organisational performance, with a steady performance

from 68% in 2009 and finally achieved 100% for the year 2013/14

- ✓ Production of Provincial conference reports

Thuto Lehakwe Secondary School
Gauteng Department of Education
2007 – 2007

Position: Principal

Reason for leaving: Career growth

Khaselihle Primary School
Gauteng Department of Education
2001 – 2006

Position: Principal

Mlondozi Primary School
Mpumalanga Department Of Education
1996 – 2001

Position: Principal

Reason for leaving: Relocation

EDUCATION

University of Pretoria (2013)
SALGA Executive Management Development Program

University of Pretoria (2001)
Master's Degree in Public Administration

College Campus (2005)
Certificate in Human Resources Management & Training

University of South Africa (1994)
Bachelor's Degree in Education
Specialization: Educational Management

University of South Africa (1996)
Bachelor's Degree in Arts

EC Mango College of Higher Education
Secondary Teachers Diploma (1988)

Bantfwabetfu Secondary School
National Senior Certificate (1984)

Professional Development Coursers

- Strategic and Business Planning
- Supply Chain Procedures: PFMA
- Corporate Governance
- Contract Management: PFMA
- Public Speaking and Report Writing
- The OHS Act & the Responsibilities of Management
- Performance Management
- Roadmap to Enterprise Risk Management
- Strategic & Business Planning
- Performance Management
- Program Management
- Strategic Management
- Project Planning and Management
- Gender & HIV/AIDS Mainstreaming
- Business & Report Writing
- Financial Management for Non-financial Managers in the Public
- Key Office Administration & Business Communication Skills
- Good Governance and Ethics: King III Course
- Competitive Local Economies Training Course

Professional Strengths in Relation to Post Requirements

Strategic Leadership

- Provision of strategic leadership in the province
- Coordinated the strategic, operational and systems interfaces between the provincial and national office;
- Coordinate the governance functions in alignment with the national governance structures:
- Coordinated the business planning of the province, project manage the implementation thereof and report on provincial performance in relation to the business plan.
- Managed the implementation of all SALGA directives and decisions to ensure that these are realized at provincial level.
- Monitored legislative, policy and procedural compliance and prepare compliance reports.
- Monitored and ensure compliance with the recommendations of Audit reports

Project Management

- Drove strategic programs through sound project management principles

- In collaboration with relevant heads, led projects or modules shaping the corporate and group-level plans
- Project Managed the implementation of SALGA directives with strategic relevance
- Managed ad-hoc project teams ensuring that strategic issues are considered by such teams
- Advised on the budget required for the execution of strategic programmes

Stakeholders Management

- Built meaningful relationships with stakeholders within the provincial office to be able to get full cooperation and buy in into strategic deliverables
- Represented SALGA at key stakeholder engagements and participation thereof
Knowledge Management
- Championed Knowledge Management in the provinces
Translated provincial office into a knowledge hub for municipalities

Analysis and Reporting

- Provided in-depth analysis & research of financial, output, audience, scheduling, competitor and operational considerations through analytical frameworks and strategic business models and tools
- Made strategic recommendations based on the analysis.

Governance Intergovernmental Relations

- Provided Strategic Support and Rendered Secretariat Services to The Provincial Executive Committee of The Province
- Coordinated and Advised on All Governance and Intergovernmental Relations (IGR) In the Province on Behalf of SALGA North West and Participate in All Relevant Provincial IGR Structures
- Developed Proposal Document on The Deployments of Both Office Bearers and Pec into Critical IGR Forums
- Provided Support to Municipalities on Governance Issues
- Coordinated and Provided Strategic Leadership on The Implementation of the 5 Year Local Government Strategic Agenda, Operation Clean Audit, LGTAS & Back To Basics

- Arranged capacity building program's for councilors and municipal officials dealing for all directorates
- Developed uniform guidelines or approach to assist municipalities in complying with applicable legislations.
- Conducted financial analysis on municipalities to advice management on such issues that can impact negatively on the organization's sustainability and propose possible solutions.
- Worked directly and indirectly with the Provincial Department of Developmental Local Government & Housing and other sector departments on issues of CDWs, Ward Committees, North West Provincial Growth & Development Strategy, and other key programmers.
- Supported municipalities on Good Governance and Ethics: King III imperatives
- Participated in the drafting of the SALGA MPAC Guidelines

Communications and Marketing & Media Liaison

- Compilation and communication of key messages pertaining to the organization through both internal and external channels in order create awareness
- Perpetual analysis and monitoring of media in general and delivery of responses when necessary
- Conducting research and information gathering for speeches, articles, and media statements
- Providing external media with effective communication of the organization's activities, including holding press conferences and submitting press releases.
- Participate actively in the Provincial Intergovernmental Communication Forum and other IGR structures
- Producing material for newsletters and brochures
- Strengthening capacity of communicators at local level
- Provide key support on event management
- Developing methods to enhance citizen participation
- Supporting and strengthening local government communication systems and structures.
- Supporting communication activities that will add value to member municipalities.
- Ensuring that SALGA establishes and maintains a high-profile position locally, provincially, nationally, and internationally.
Promoting sound Municipal International Relations support

Program / Project Management

- Managing specialist programs from concept and design

Knowledge of Legislation

- RSA Constitution
- Labor Relations Act as amended
- Public Finance Management Act
- Municipal Finance Management Act
- Municipal Systems Act
- Municipal Structures Act
- Basic Condition of Employment Act
- Employment Equity Act
- Batho Pele Service Delivery Initiatives
- IGRA

Personal Traits

- Honesty and Integrity
- Discipline
- Self-Management
- Commitment and Diligence
- Assertiveness
- Resilience
- Proactivity
- Firmness
- Hardworking and deadline driven

REFERENCES

MS MM SKOSANA
Municipal Manager at Nkangala District Municipality

MR. ML MAHLANGU

Senior Legal Advisor at Nkangala District Municipality

APOSTLE SAM NKORO

Senior Pastor Christ Arena Ministry

to commissioning and completion.

- Determining of and managing specifications, timetables, budgets, and task teams.
- Ensuring schedules and quality are maintained.
- Supervising multi-disciplinary teams, performance evaluation and motivation.
- Conduct Briefing & De-briefing sessions for project teams

Social Development

- Coordinating the mainstreaming of programmes and facilitating the establishment of these functions at municipalities
 - ✓ Gender
 - ✓ Youth Development
 - ✓ HIV & AIDS
 - ✓ Disabled
 - ✓ Children
 - ✓ Elderly
 - ✓ Computer Literacy
 - ✓ Microsoft Office Suite

Requisite Skills

- In-depth insight and knowledge of Developmental Local Government
- Profound knowledge of public service legislation & policy e.g. PFMA, MFMA, Municipal Property Rates Act, Municipal Structures Act, Municipal Systems Act, IGRFA, White Paper in LG and other pieces of legislation pertinent to Local Government.
- Good written and verbal presentation skills
- Good communication and liaison skills
- Data analysis, information management & project management skills
- Excellent networking skills
- Human management and leadership
- Strategic planning and organizational skills
- Good interpersonal skills
- Sound stakeholder engagement skills
- Knowledge Management Skills

Community Involvement

- Provide counseling & support to amputees.
- Rendering pastoral services in a local church
- Member of a School Governing Body
- Victim Empowerment



University of Pretoria
Faculty of Economic and Management Sciences
School of Public Management and Administration

CERTIFIED TRUE COPY
OF THE ORIGINAL
DOCUMENT

This is to certify that

NN Ngwenya

COMMISSIONER OF OATHS
[Signature]
MANDI LUCAS MAHLANGU
Appointed in terms of Section 5(1) of the Justice of the
Peace and Commissioner of Oaths Act (act 16 of 1963)
on the 06 July 2017, Reference No: 9/1/8/1 Middelburg
2A Walter Sisulu Street Middelburg, 1050
Date: *03/11/2024*

has successfully completed the

SALGA Executive Management Development Programme

July 2012 to March 2013

[Signature]
Course Leader

[Signature]
General Manager: CE at UP



It is hereby certified that

NN Ngwenya

has attended a short course in

Contract Management (PFMA)

2013/2/25-2013/2/27

**CERTIFIED TRUE COPY
OF THE ORIGINAL
DOCUMENT**

COMMISSIONER OF OATHS
[Signature]
MANDLA LUCAS MHLANGU
Appointed in terms of Section 5(1) of the Justice of the Peace and Commissioner of Oaths Act (act 16 of 1963) on the 06 July 2017. Reference No:9/1/8/1 Middelburg
2A Walter Sisulu Street Middelburg, 1050
Date: **03/11/2021**

[Signature]

**Prof. L.S. Mollo
Director-General**

Certificate Number:

12 April 2013



palama

**Public Administration Leadership
and Management Academy
REPUBLIC OF SOUTH AFRICA**



Accreditation Nr: TETA 08-105

RISK CERTIFIED TRUE COPY
OF THE ORIGINAL
DOCUMENT

Certificate of Competence

Nancy Nomah Nwenya

COMMISSIONER OF OATHS
[Signature]
MANDLA LUCAS MAHLANGU
Appointed in terms of Section 5(1) of the Justice
Peace and Commissioner of Oaths Act (act 16 of
on the 06 July 2017. Reference No:9/1/8/1 Middelburg
2A Walter Sisulu Street Middelburg, 1050
3/11/2021

has successfully completed the

Roadmap to Enterprise Risk Management

completed at Salga (South African Local Government)

on the 16 -18 August 2010

Signed at Alexander Forbes on the 10 January 2011

[Signature]
Christopher Whittle



Alexander Forbes

RISK SERVICES

An Authorised Financial Services Provider

Your World is our World

The
INDEPENDENT
INSTITUTE
of
EDUCATION

CERTIFIED TRUE COPY
OF THE ORIGINAL
DOCUMENT

COMMISSIONER OF OATHS

MANDLA LUCAS MAHLANGU

Appointed in terms of Section 5(1) of the Justice of the
Peace and Commissioner of Oaths Act (act 16 of 1963)
on the 06 July 2017, Reference No:9/1/8/1 Middelburg
2A Walter Sisulu Street Middelburg, 1050

Date: 03/11/2021

The Independent Institute of Education certifies that

Nancy Nomah Ngwenya

*attended lectures at the College Campus
School of Business and Technology and successfully completed
the Institute assessment for the short learning programme in*

Human Resource Management and Training

and in testimony thereto hereby awards this Diploma.

COLLEGE CAMPUS

THE CAREER COLLEGE

HEAD OF INSTITUTE

CIBM

17 January 2006

DATE

CIBM
CHARTERED INSTITUTE OF
BUSINESS MANAGEMENT

SHR0039RBG

CERT NO.

The Independent Institute of Education (Pty)Ltd. / Reg No. 1987/004754/07

REPUBLIC OF SOUTH AFRICA



REPUBLIEK VAN SUID-AFRIKA

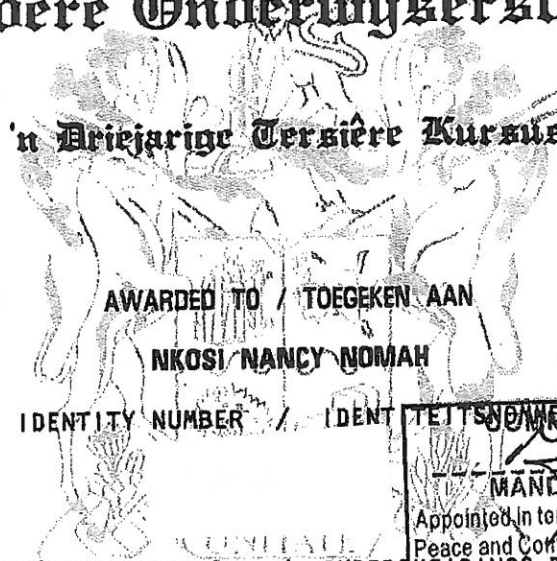
DEPARTMENT OF EDUCATION AND TRAINING
DEPARTEMENT VAN ONDERWYS EN OPLEIDING

Secondary Teachers' Diploma

A Three Year Tertiary Course

Sekondêre Onderwyser(s)diploma

'n Driejarige Tersiêre Kursus



AWARDED TO / TOEGEKEN AAN

NKOSI NANCY NOMAH

IDENTITY NUMBER /

IDENTITEITSNOOMMER

CERTIFIED TRUE COPY
OF THE ORIGINAL
DOCUMENT

COMMISSIONER OF OATHS
[Signature]
MANDLA LUCAS MAHLANGU
Appointed in terms of Section 5(1) of the Justice of the
Peace and Commissioner of Oaths Act (act 16 of 1963)
Reference No: 9/1/8/1 Middelburg
2A Walter Sisulu Street Middelburg, 1050
Date: 03/11/2021

DISTINCTIONS OBTAINED /

ONDERSKREIFINGS

TEACHING SCIENCE III

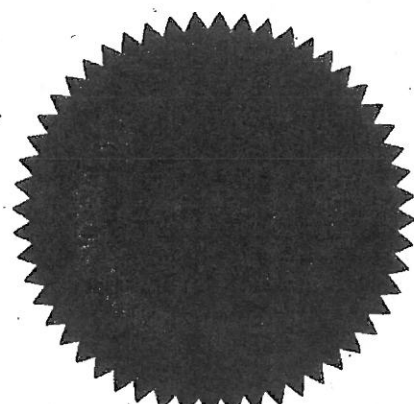
ONDERWYSKUNDE III

[Signature]

Examination Officer
Eksamenbeampte

[Signature]

Director-General
Direkteur-generaal



With effect from:
Met ingang van:

1989/01/01



Certificate of Attendance

CERTIFIED TRUE COPY
OF THE ORIGINAL
DOCUMENT

awarded to

N N Ngwenya

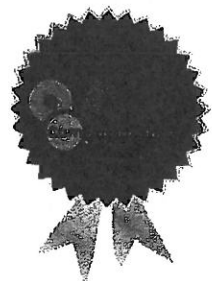
COMMISSIONER OF OATHS
[Signature]
MANDLA LUCAS MAHLANGU
Appointed in terms of Section 5(1) of the Justice of the
Peace and Commissioner of Oaths Act (act 16 of 1963)
on the 06 July 2017, Reference No:9/1/8/1 Middelburg
A Walter Sisulu Street Middelburg, 1050
Date: 03/11/2021

CORPORATE GOVERNANCE

04 - 05 August 2010

Holiday Inn, Sandton, South Africa

A. Abdelrady
A. Abdelrady
CEO





University of Pretoria

The Council and Senate hereby declare that
at a congregation of the University the degree

Master of Public Administration

with all the associated rights and privileges
was conferred on

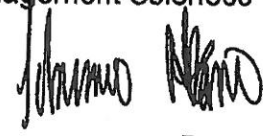
NANCY NOMAH NGWENYA

in terms of the Higher Education Act, 1997 and the Statute of the University

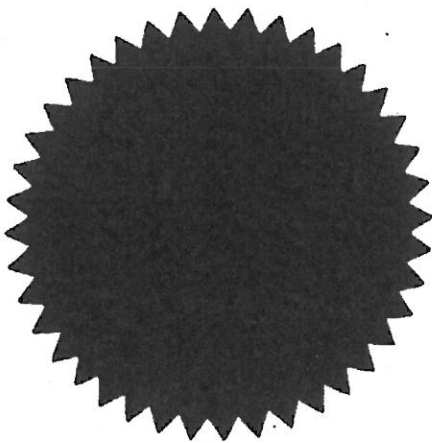
On behalf of the Council and Senate

On behalf of the Faculty of
Economic and Management Sciences


Vice-Chancellor and Principal


Dean

CERTIFIED TRUE COPY
OF THE ORIGINAL
DOCUMENT



COMMISSIONER OF OATHS

MANDLA LUCAS MAHLANGU
Appointed in terms of Section 5(1) of the Justice of the
Peace and Commissioner of Oaths Act (act 16 of 1963)
on the 06 July 2017. Reference No:9/1/8/1 Middelburg
2A Walter Sisulu Street Middelburg, 1050
Date: 03/11/2021


Registrar

The South African Labour Guide

CERTIFICATE OF ATTENDANCE



It is hereby certified that

CERTIFIED TRUE COPY
OF THE ORIGINAL
DOCUMENT

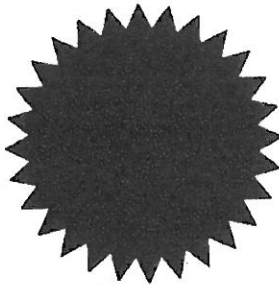
N Ngwenya

~~Number 660119030931~~
Attended the
TRAINING COURSE

COMMISSIONER OF OATHS <i>[Signature]</i> MANDLA LUCAS MAILANGU Appointed in terms of Section 5(1) of the Justice of the Peace and Commissioner of Oaths Act (act 16 of 1963) on the 06 July 2017. Reference No:9/1/8/1 Middelburg 2A Walter Sisulu Street Middelburg, 1050 Date: <u>03/11/2024</u>

THE OHS ACT AND THE RESPONSIBILITIES OF MANAGEMENT

Held in DURBAN on 7 October 2009



Certificate number

[Signature]
Coordinator
Tinus Boshoff
SA Labour Guide

[Signature]
Managing Director
André Claassen
SA Labour Guide

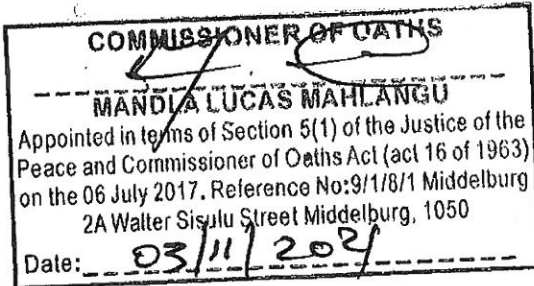
University of South Africa



CERTIFIED TRUE COPY
OF THE ORIGINAL
DOCUMENT

We certify that

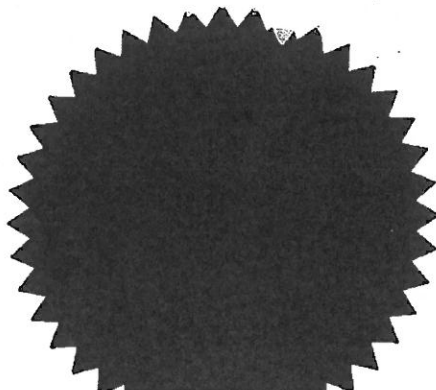
Nancy Nomah Nkosi



*having complied with the requirements of the Act
and Statute, was admitted to the degree of*

BACHELOR OF ARTS

*at a congregation of the University
on 27 April 1995*



W. J. ...

ilior

B. J. ...

Dean



CERTIFIED TRUE COPY
OF THE ORIGINAL
DOCUMENT

COMMISSIONER OF OATHS
MANDLA LUKAS MAHLANGU
Appointed in terms of Section 5(1) of the Justice of the
Peace and Commissioner of Oaths Act (act 16 of 1963)
on the 06 July 2017, Reference No:9/1/8/1 Middelburg
2A Walter Sisulu Street Middelburg, 1050
Date: 03/11/2021

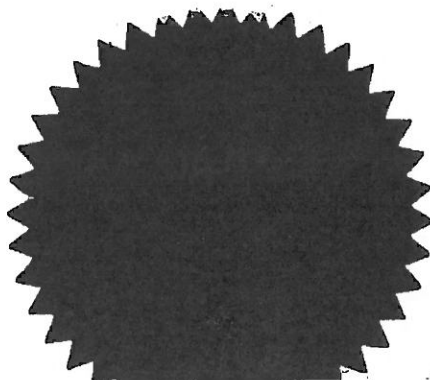
We certify that

Nancy Nomah Ngwenya

*having complied with the requirements of the Act
and Statute, was admitted to the degree of*

BACHELOR OF EDUCATION
(with Specialisation in Educational Management)

*at a congregation of the University
on 26 April 1997*



Ms. [Signature]
ellor

[Signature]
Dean

[Signature]

REPUBLIC OF SOUTH AFRICA



REPUBLIEK VAN SUID-AFRIKA

Senior Certificate (Std 10) Senior Sertifikaat (St. 10)

(National Senior Certificate Examination)
(Nasionale Senior Sertifikaateksamen)

Aggregate symbol (.....E.....) Simbool vir groototaal

AWARDED TO/TOEGEKEN AAN:

NKOSI NANCY NOMAH

Identity No./Identiteitsnr.

Exam. No./Eksamennr.

Subjects passed/Vakke geslaag	Symbol/Simbool
ZULU H.G./ZULU H.G.	D
AFRIKAANS SECOND LANGUAGE H.G./AFRIKAANS TWEDE TAAL H.G.	E
ENGLISH SECOND LANGUAGE H.G./ENGLS TWEDE TAAL H.G.	E
BIOLOGY H.G./BIOLOGIE H.G.	E
BIBLICAL STUDIES H.G./BYBELKUNDE H.G.	D
NEEDLEWORK AND CLOTHING S.G./NAALDWERK EN KLEDING S.G.	E
AFRIKAANS ORAL/AFRIKAANS MONDELING	C
ENGLISH ORAL/ENGLS MONDELING	C

**CERTIFIED TRUE COPY
OF THE ORIGINAL
DOCUMENT**

COMMISSIONER OF OATHS

MANDLA LUCAS MAHLANGU

Appointed in terms of Section 5(1) of the Justice of the Peace and Commissioner of Oaths Act (act 16 of 1963) on the 06 July 2017. Reference No:9/1/8/1 Middelburg 2A Walter Sisulu Street Middelburg, 1050

A: 80% and over/en bo; B: 70% - 79%; C: 60% - 69%; D: 50% - 59%; E: 45% - 49%; BE: 40% - 44%; F: 33% - 39%; G: 25% - 33%; H: 20% - 24%; HS: 0% - 19%.

R. M. Nel
Examinations Officer
Eksamenbeampte

Ab. J. van der Merwe
Director-General: Education and Training
Direkteur-generaal: Onderwys en Opleiding

This candidate has been exempted from the Matriculation Examination of the incorporated universities in the Republic of South Africa with effect from 1/1/85
Hierdie kandidaat is vrygestel van die Matrikulasie-eksamen van die ingelyfde universiteite in die Republiek van Suid-Afrika met ingang van 1/1/85

South Africa with effect from 1/1/85
met ingang van

3 CONVERTED TO STANDARD GRADE
OMGESKAKEL NA STANDAARD GRAAD

W. J. van der Merwe
ACT./WVW.
Secretary, Joint Matriculation Board
Sekretaris, Gemeenskaplike Matrikulasieraad

Issued without alteration or erasure/Uitgereik sonder verandering of uitwissing

CERTIFICATE OF REGISTRATION
CERTIFIED TRUE COPY
OF THE ORIGINAL
DOCUMENT



SACE
 South African Council for Educators
 Towards Excellence in Education

COMMISSIONER OF OATHS
 MANDLA LUCAS NAHLANGU

Appointed in terms of Section 5(1) of the Justice of the Peace Act (Act 107 of 1997) and in terms of the Oaths Act (Act 16 of 1983)

On the 06 July 2017, Reference No: 9/1/8/1 Middelburg

the noble calling of the profession to educate and train the learners of our country.

Date: 03/11/2021

This is to certify that

NANCY NOMAH NGWENYA

is registered with the

South African Council for Educators

- acknowledge that the attitude, dedication, self-discipline, ideals, training and conduct of the teaching profession determine the quality of education in this country,
- acknowledge, uphold and promote basic human rights, as embodied in the Constitution of South Africa,
- commit themselves to do all within their power, in the performance of their professional duties, to act in accordance with the ideals of their profession, as expressed in the SACE Code of Conduct, and
- act in a proper and becoming way such that their behaviour does not bring the teaching profession into disrepute.

Rej Brijraj
 Rej Brijraj – Chief Executive Officer

26/Jan/2001
 Date

Registration number: **26613**