

# YOLELWA SIKUNYANA

LLB,LLM



## About Me

I am a zealous entrepreneur and a practicing attorney with over 15 years of legal experience. My interest is entrenched within entrepreneurial development and legal education. I am the founder of Sikunyana Inc . Attorneys, a law firm based in Midrand and founded on the principle that it must create momentous impact in the provision of legal services.



## Education

2018

**Masters in Law of Contract (LLM)**

University of Pretoria

2011

**Certificate in Advanced Company Law**

Witwatersrand University

2010

**Certificate in Compliance Management**

University of Johannesburg

2007

**Postgraduate Diploma in Drafting & Interpretation of Contracts**

University of Johannesburg

2001

**LLB**

University of Johannesburg

## Skills

Creative Problem Solving

Commercial Savviness

Initiative and Independence

Detail orientated

People Skills

Time Management

Judgement

Admitted Attorney & Member of the Legal Practice Council

## References

Mr. Maatla Hlapolosa: Executive Manager Transnet Legal Services, Adv. Kamogelo Maputla:

Advocate of the High Courts of SA,

Mr. Goodnews Cadogan: CEO The Village Leadership Consulting,



# YOLELWA SIKUNYANA

## Work Experience

September 2016 -  
Present

### Director

#### Sikunyana Inc. Attorneys

- ♦ Commercial Law
- ♦ Legal Risk Management
- ♦ Corporate Governance
- ♦ Company Secretariat services
- ♦ Contract drafting and negotiations
- ♦ SMME Legal Training and compliance
- ♦ Intellectual Property Law
- ♦ Public Administration Law
- ♦ Overall management of the firm
- ♦ Litigation
- ♦ Chairing of Disciplinary Hearings
- ♦ Due diligence

January 2013 -  
January 2017

### Senior Legal Advisor

#### Transnet SOC Ltd (Engineering Division) Pretoria

- ♦ Ensuring that management has sound, timely and appropriate legal advice on which to base decisions
- ♦ Vetting and drafting of commercial cross-border import and export agreements and standard terms of agreement
- ♦ Drafting, reviewing and editing the existing and all contract proposals for completeness, accuracy, legal compliance and adherence to appropriate terms and conditions and coordinating remedial actions as required to ensure that Transnet performs its obligations in accordance with the signed contract/agreement and that the company's commercial interests are legally protected, and risks is adequately mitigated
- ♦ Developing a negotiation strategy for income generating contracts in line with the commercial best industry practice
- ♦ Providing high level guidance and direction to all the internal support businesses such as HR, Supply Chain, Strategy etc.
- ♦ Providing legal advice on special cross border commercial transactions and negotiating with multinational organisations

December 2011 -  
December 2012

### Dealer Relations & Contract Manager

#### BP SA (Pty) Ltd Parktown

- ♦ Drafting and ensuring implementation of selection and contract management processes
- ♦ Building relationships with business partners & making recommendations on business benefits
- ♦ Effective management of the structures in support of the relationship with the key stakeholders
- ♦ Monitoring contract compliance & performance
- ♦ Selection of new business partners and actively looking for opportunities to select such partners
- ♦ Monitoring key terms and conditions of contracts & record deviations

# YOLELWA SIKUNYANA



## Work Experience

May 2011 -  
November 2011

### Legal and Compliance Manager

#### Tasima (Pty) Ltd Midrand

- Drafting and ensuring implementation of the compliance framework
- Providing guidance to staff regarding statutory obligations
- Identify legislation, contracts and policies with which the company must comply
- Investigate the environment in which legal, policy, rule and contract stipulations are applicable and must be met that control measures are in place
- Compiling reports that measures compliance with legislation, rules, contracts, policies and good corporate governance
- Handle litigation and legal opinions
- Conduct internal audits
- Providing legal support to different business units
- Liaising with external Attorneys

2009 - April 2011

### Legal Advisor

#### City Of Ekurhuleni Municipality

- Drafting legal opinions for different Business units
- Drafting and vetting contracts and SLA
- Drafting & revising policies
- Representing the Council in different tribunals
- Monitoring legislation compliance of the Council
- Assist Labour relations with disciplinary hearings
- Handle litigation
- Providing legal support to different business drafting and presenting reports to management
- Liaising with external Attorneys

October 2008 -  
December 2008

### Legal Advisor

#### South African Broadcasting Corporation Auckland Park

- Rendering legal advice to the Corporation
- Drafting and vetting contracts
- Monitoring compliance
- Drafting Legal opinions and policies
- Presenting reports to management
- Representing the Corporation in different tribunals
- Liaising with external attorneys

August 2006 -  
September 2008

### Legal Advisor

#### ICAS Southern Africa Hyde Park

- Consulting and rendering legal advice to clients
- Conducting legal research for clients
- Draft legal contracts on behalf of clients
- Provide legal opinions to clients
- Presenting reports to management
- Training clients on how to manage labour disputes
- Facilitate training to clients on compliance and legal risks
- Drafting information brochures for clients



# YOLELWA SIKUNYANA

## Work Experience

April 2003 -  
July 2006

### Legal Advisor/ Assistant Manager

#### Scorpion Legal Protection Germiston

- Designing tools to measure compliance
- Drafting compliance standards
- Monitoring legislation compliance
- Presenting compliance procedures
- Compiling reports for management regarding risks Drafting training manuals for legal advisors
- Drafting risk & compliance strategies
- Liaising with regulatory bodies

March 2002 -  
March 2003

### Candidate Attorney

#### Raborifi, Gcwensa & Partners Braamfontein

- Consulting and rendering legal advice to clients
- Managing debt collection and MVA department
- Attending to estate files
- Drafting contracts for corporate clients
- Drafting legal opinions for corporate clients and filing documents in court

## Additional Achievements

2021

Attendance as a Probono Attorney at SAWSLA in Labour Court monthly: Joburg Probono Project

2019

Authored and published a book for SMMEs: The Legal guide to Small Businesses

2019

Manager and Publisher of a free Podcast called “ The Legal Perspective” targeting increasing knowledge of the public in legal matters.

2017

Founder of the Graduate Link “ an unincorporated WhatsApp Group with over 300 unemployed Legal graduates: aimed at connecting them with Attorneys and employment opportunities .

2017

Developing training courses for SMEs in the following areas:

- Corporate Governance: A Companies Act perspective
- Importance of contracts in business: How to use contracts as a framework in business
- How to treat your customers?: A consumer Protection Act Perspective