

Ms Busisiwe Mkhwebane

Nationality: African, **gender:** Female,

EDUCATION

- 2010 **UNIVERSITY OF SOUTH AFRICA SCHOOL OF BUSINESS LEADERSHIP**
Course work completed for Masters in Business Leadership (MBL)
- 2014 Research in Progress
- 1997 **RAND AFRIKAANS UNIVERSITY (RAU)**
Qualification Obtained: Diploma in Corporate Law (Company Law, Close Corporations)
- 2002 : Higher Diploma in Tax Law
- 1992 **UNIVERSITY OF THE NORTH**
Qualification Obtained: B.PROC
- 1994 : LLB
- 1992 **MKHEPHULA SECONDARY SCHOOL**
Qualification Obtained: National Certificate (Matric)

PROFESSIONAL EXPERIENCE

02/07/2014- Present **DEPARTMENT OF HOME AFFAIRS**

Branch: National Immigration Services

Position: Director: Country Information and cooperation Management

Key Performance Areas: Provide strategic direction and leadership to the Directorate, Develop and manage a framework to conduct research into political, social, economic and cultural situation of countries from which persons who claim asylum in South Africa originate in order to support the adjudication of asylum claims, Identify sources of information and develop and formalise a framework of engagement with critical government and civil society stakeholders for the sourcing and provision of information, Establish, manage and update a country of origin information database, Prepare and manage the Directorate's budget, Ensure compliance with human resources policies and prescripts, Identify and manage risks within the directorate.

27/04/2010 -01/07/2014 **SOUTH AFRICAN EMBASSY IN THE REPUBLIC OF CHINA (PRC)**

Branch: National Immigration Services Branch

Position: Counsellor Immigration and Civic Services

Key Performance Areas: Provide Civic and Immigration Services Leadership and strategic direction within the People's Republic of China (PRC), Ensure standardisation of operations and services within China, Monitor and report on the performance of the Home Affairs operations within the Mission, Drive quality and effective delivery of Civic and Immigration Services within PRC, Liaise with stakeholders within the Mission and in PRC, Identify immigration trends and patterns which posing risk to South Africa and maximise economic benefits to RSA, Awarded merit award for performing Management and adjudication tasks, Facilitate establishment of visa facilitation office (Outsourced Office) and Awarded a merit award for exceptional performance in 2012.

01/06/2005- 01/09/2009 **DEPARTMENT OF HOME AFFAIRS**

CV for Busisiwe Mkhwebane

Branch: *National Immigration Services*

Position: *Director: Refugee Affairs*

01/10/2009-31/03/2010 **DEPARTMENT OF HOME AFFAIRS**

Branch: *National Immigration Services*

Position: *Acting Chief Director Asylum Seekers Management (ASM)*

Key Performance Areas: *Manage Asylum Seekers Management Centers in Four Provinces: **Gauteng, Durban, Port-Elizabeth and Cape Town** and Provide Refugee Services leadership and strategic direction within Immigration Branch and centers in accordance with the Refugee Act, 1998.*

Main Activities:

- Ensure standardization of operations in the five Refugee Reception Offices nationally, Formulate strategy for integration of refugees into society and presentation for approval by the security cluster
- Formulate the strategy for integrating refugees after declaration of cessation clause in terms of the UN Convention on Refugees and presented same to Cabinet for approval,
- Employed more than 300 employees within Refugee Affairs after the creation of more posts, including the filling of 5 Centre Managers posts at Deputy Director and Director Level,
- Lead, Direct and oversee the Refugee Backlog Project , a Ministerial Project, which was successful a
- Monitored and reported on the performance of the Backlog project.
- Oversee the identification and building of Refugee Reception Offices according to the process flow which facilitated speedy processing of asylum applications
- Managed a budget of more than 60 Million Rands after Minister approved centralisation of Refugee Affairs, by forecasting, budgeting and allocate resources accordingly
- Ensured effective development of service level agreements with suppliers
- One of the few Senior Manager to be awarded merit award in 2009.

01/05/1999-31/05/2005 **OFFICE OF THE PUBLIC PROTECTOR**

Position: *Senior Investigator and Acting Provincial Representative (Director),*

Key Performance Areas: *Investigate government organs of state for maladministration, undue delay and practices, Provide strategic direction to the operations of the Gauteng Provincial office, Identify the office accommodation and oversee the renovations of the building according to the operations of the office, Employed Four (4) investigators for the office, Manage the budget and allocation of resources and Liaise with stakeholders within the Province including Provincial Departments, Municipalities and relevant NGO's*

01/09/1998-31/04/1999 **SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

Position: *Senior Researcher*

Key Performance Areas: *Conduct desktop research on trends and developments in the field of human rights, and Assisted with the development of a "state of human rights in South Africa" in 1998*

01/07/1996-31/08/1998 **DEPARTMENT OF JUSTICE**

CV for Busisiwe Mkhwebane

Branch: *International Affairs Directorate*

Position: *Legal Administration Officer*

Key Performance Areas: *Assisting the Director with the monitoring of treaties RSA has with other Countries, drafted various extradition treaties and mutual legal Assistance memorandums of understanding with other Countries.*

01/12/1994-31/06/1996 DEPARTMENT OF JUSTICE

Branch: *International Affairs Directorate*

Position: *Legal Administration Officer*

Key Performance Areas: *Worked as maintenance officer and prosecutor for minor cases during University holidays from 1989 – 1994 and Worked fulltime as Prosecutor of criminal cases and maintenance cases.*

SKILLS and ACCOMPLISHMENTS

Advocate of the High Court.

Refugee Law and Immigration Law Specialist,

- Awarded merit award for performing Management and adjudication tasks, Facilitate establishment of visa facilitation office (Outsourced Office) and Awarded a merit award for exceptional performance in 2012
- Operations management skills: Established the Gauteng office of the Public Protector and the five Refugee Receptions offices based on the principles of operations management, including the process improvement of refugee affairs in that one day finalisation of manifestly unfounded asylum applications was achieved and could issue refugee status within 30 days. Effective processing of Temporary Residence visas within 5 working days and permits within 4 weeks instead of 8 weeks target.
- Leadership and Management Skills: Spearheaded the centralisation of refugee affairs, draft business plan of Refugee Affairs and Beijing Mission, capacitated the offices and allocated all needed resources including the overseeing of the refugee backlog project. Facilitated the establishment of the Visa outsource offices both in Beijing and Shanghai. Standardised the operations of the two Missions, improved customer service and service delivery. Managing the budget of more than R 60 millions of Refugee Affairs.
- Computer literacy: for the past 20 years of professional experience have been working on Ms Work, Ms Excel, AND Ms PowerPoint, was the project leader for the New Refugee System and commissioning, usage of visa system, internet for research and report writing etc.
- One of the few Senior Manager to be awarded merit award in 2009.

Ten years' experience in Senior Management within Immigration Services Branch position and 20 years professional experience

REFERENCES
