

CURRICULUM VITAE.

1. PERSONAL INFORMATION.

TITLE : Advocate
FIRST NAMES : Ernest Madumetsa
LAST NAME : Chipu
IDENTITY NUMBER :
DATE OF BIRTH :
GENDER : Male
RESIDENTIAL ADDRESS :
HEALTH STATUS : Excellent
DRIVER'S LICENCE : Code EB
NATIONALITY : SA Citizen
FIRST LANGUAGE : Sepedi
OTHER LANGUAGES : English, Afrikaans, Setswana, Sesotho, Tshivenda,
Xitsonga, isiZulu, isiXhosa,
CONTACT NUMBER :
CELL NO :
CELL NO. 2 :
E.MAIL :

2. EDUCATIONAL INFORMATION.

NAME OF INSTITUTION : University of Limpopo
DEGREE/S : B. Iuris, LLB
CERTIFICATE : Municipal Finance Management 2019 (Wits)
DISTINCTIONS : Labour Law
: Research Report-2004
AWARDS : Top Student-Mercantile Law - 1986
: Top Student-Administration of Estates - 2004
: Top Student- Research Report- 2004
: Top Student: Labour Law- 2004
ACTIVITIES AT UNIVERSITY : Peer Counselor- Faculty of Law 1987-1988
: Exco Member-Student Representative Council
NAME OF INSTITUTION : University of the Witwatersrand
: WITS School of Governance
CERTIFICATE : CERTIFICATE: MUNICIPAL FINANCE MANAGEMENT
: 2019

3. EMPLOYMENT INFORMATION.

3.1 NAME OF INSTITUTION : Environment and Infrastructure Services Dept
: City of Johannesburg
: 4th Floor Traduna House
: 118 Jorissen Street
: Braamfontein, Johannesburg, 2001
:

JOB TITLE : Director: Oversight & Management Support
DURATION : June 2021 Current

MAIN JOB FUNCTIONS

- Provide oversight and management support to the department's business units.
 - Provide strategic oversight and support on compliance.
 - Provide oversight and management on Committee Services.
 - Provide leadership on contract management.
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3.2 NAME OF INSTITUTION : Office of the Ombudsman
: City of Johannesburg Metro Municipality
: 3rd Floor, East Wing, SAPPI Building
: 48 Ameshoff Street, Braamfontein, 2001
:

JOB TITLE : Executive Manager: Complaints & Investigations
DURATION : July 2020 to May 2021

MAIN JOB FUNCTIONS

- ✓ Strategically plan, direct, organize, coordinate and evaluate the overall activities of the Office of the Ombudsman's Complaints and Investigations Unit;
 - ✓ Compile reports relating to investigation work in the Office of the Ombudsman;
 - ✓ Monitor implementation of recommended corrective action.
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3.3 NAME OF INSTITUTION

: City of Johannesburg Metro Municipality
Metropolitan Centre, 158 Civic Boulevard
Braamfontein, 2001
: Tel:

JOB TITLE
DURATION

: Acting Ombudsman
: 08 March 2018 to May 2021

MAIN JOB FUNCTIONS

- To lead, plan and manage responsibilities and duties that go into managing the overall functions of the office of the Ombudsman:-
 - ✓ Ensuring that all complaints relating to alleged acts of maladministration where members of the public are alleged to have suffered an injustice as a result of such maladministration by the administration or any of its constitutional rights of an individual, are investigated.
 - ✓ Ensuring that the complaints relating to the actions of the administration including its employees, where such alleged acts results in a contravention upon the rights of the public to efficient courteous service, dignity, honesty and integrity in the public administration of the municipality, are investigated properly and dealt with.
 - ✓ Ensuring adherence to the principles of procedural fairness and administrative justice; and assist in preserving and promoting compliance with all resolutions, policies and by-laws which govern the municipality and which detail direct or indirect services as rendered to members of the public and therefore ensuring that the rights of the public are protected.
 - ✓ Providing for the reporting on the possibility of amending the processes or policies of the municipality, including those of the office.
 - ✓ Developing awareness of human rights among residents of the City of Johannesburg.
 - ✓ Making recommendations to the City Manager in order to enhance the promotion and implementation of human rights.
 - ✓ Undertaking studies and reporting to the Executive Mayor and the City Manager on matters relating to human rights.
 - ✓ Investigation complaints of violations of human rights by the administration of the municipality and to seek appropriate redress.
 - ✓ Establishing short and long terms goals for the ombudsman and planning office.
 - ✓ Delegating and assigning tasks to ombudsman staff and balance workload to increase efficiency.
 - ✓ Ensuring the office of the ombudsman complies with all rules, regulations, and all applicable laws.
 - ✓ Preparing an annual and quarterly budget and present it to council for approval.
 - ✓ Advocates for citizens needs and the office of the ombudsman needs alike.
 - ✓ Evaluate staff performance and provide developmental coaching, compensation, and discipline where necessary.
 - ✓ Leading and guiding ombudsman staff though day to day duties.

3.4 NAME OF INSTITUTION

: City of Johannesburg Metro Municipality
: Metropolitan Centre, 158 Civic Boulevard,
Braamfontein, 2001

JOB TITLE
DURATION

: Tel:
: Acting Secretary to Council
: 18/04/2017 – 18/04/2018

MAIN JOB FUNCTIONS

- ✓ To promote, influence and coordinate a climate conducive to the buy-in and adoption, of the principles underlying the (legislative) model, by the administrative level stakeholders (in Local, Provincial and National Government and organizations like SALGA) in order to achieve the successful implementation of the new Johannesburg Government Model. The strategic intent underpinning this model demands that the implementation of the model is supported by advocating the need for alignment in requirements and thinking and the coordination of solutions to minimize the diversity of thinking between the Legislative and Executive Arms of Government.
 - ✓ To direct and lead the Legislature, by developing, implementing, coordinating, facilitating and promoting best practice strategies, structures, mechanisms, policies, procedures, practices, programmes/ interventions and culture, in order to strengthen the Legislative Arm, of the City of Johannesburg, through research, development and implementation of the best practice systems and processes of scrutiny and oversight (of the executive.) and public participation.
 - ✓ Support the Speaker.
 - ✓ Promote and implement principles underlying the New Local Government Model
 - ✓ Develop and maintain Political and other Stakeholder Relationships
 - ✓ Coordinate Strategic Thinking Processes at Administrative and Operational Levels
 - ✓ Strengthen Scrutiny and Oversight Role of the Legislature
 - ✓ Manage Finances for the for the office.
 - ✓ Mitigate risks.
 - ✓ Integrate Strategic Plans, define targets and measures for the Legislature.
 - ✓ Define and Integrate Organizational and Departmental Structures within the Legislature.
 - ✓ Ensure overall performance of the Operational Units:
Legislative & Oversight
Stakeholder Relationship Management
Institution Support
 - ✓ Compile and prepare Documents/ Reports of the Legislature.
 - ✓ Capacitate functional teams through acquiring, developing and retaining skills in accordance with the strategic focus of the Legislature.
 - ✓ Manage Staff Performance
 - ✓ Manage Change and Transformation
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3.5 NAME OF INSTITUTION

ADDRESS

: City of Johannesburg Metro Municipality
Metropolitan Centre, 158 Civic Boulevard,
Braamfontein, 2001

: Tel:

JOB TITLE

: Director: Legal and Procedural Services

DURATION

: 01/12/2012 still employed by City of Joburg

MAIN JOB FUNCTIONS

Administration

Management of staff and resources

Oversee and control outcomes associated with utilization, productivity and performance of personnel within the Legal Unit by –

- ✓ Defining key performance indicators and the role boundaries of personnel against service delivery requirements
- ✓ Conducting appraisals to measure performance and objective accomplishments against agreed targets and reviewing and setting new objectives.
- ✓ Identifying skills gaps within the unit and complete individual learning plans for existing personnel.
- ✓ Monitoring the adequacy of current training interventions supporting personnel development and identifying the need for changes to plan.
- ✓ Analysing and aligning unit requirements with operating capacity and capabilities and recommending interventions.
- ✓ Implementing policies and procedures to control/regulate workplace conflict and institute corrective measures and consultation processes to address deviations from standards.
- ✓ Managing staff attendance/absenteeism, overtime requests and proposing measures aimed at improving productivity.

In order to ensure a conducive climate and promoting sustainable motivational levels, productivity, performance and maintaining the service delivery objectives.

Strategic Planning & Financial Management

Identify, define and align Unit's objectives against the departmental strategic objectives and financial resources by –

- ✓ Preparing and monitoring unit's business plan against key performance indicators and measures/targets.
- ✓ Contributing to the Legislature's sector plan and budget compilation.
- ✓ Periodically reporting accurately and timeously to the Legislature and relevant forums on the performance of the Unit against specific measures, business plan deviations and recommending interventions/corrective measures.

In order to ensure that the Legal Unit is able to meet its set objectives, expenditure is in line with the financial plans and requirements, as well as the Unit's strategic objectives.

Operational Functions

Legal and Procedural Advisory Support Services: Legislative (Core) Business

Oversee the provision, development and management of comprehensive legal and procedural support to Council, Speaker, Council Committee's and Secretary to Council by –

- ✓ Ensuring capacitation of the legal unit with professional and efficient personnel to support core business stream of legislative arm.
- ✓ Providing on-going immediate legal and/or procedural advice to Council and its Committees, Speaker, Chief Whip and other Office Bearers of the Legislative arm of Council.
- ✓ Overseeing and ensuring the provision, development and management of enabling interpretation, drafting and commenting services to Council and its Committees.
- ✓ Overseeing and ensuring the provision of on-going legal and procedural input into reports relating to the functional areas of various Council Committees.
- ✓ Overseeing the provision of sustainable legal support to Section 79 Committee Councillors, within the Council's functional areas.
- ✓ Ensuring substantive contribution and participation by Legal Unit in the review of Standing Rules of Council.
- ✓ Ensure provision of the legal opinions on new bills and implications thereof for the City to relevant Section 79 Committees, to which such bills would have been referred by the Programming Committee.
- ✓ Ensure provision of legal opinions on draft by-laws and implications thereof for the City to relevant Section 79 Committees, to which the draft by-laws would have been referred by Council.
- ✓ Obtaining external legal opinions from Council on specialized or complex constitutional matters of the law and preparing detailed briefs/instructions to Council.

To ensure the decision making by Council, Committees, Speaker and Council Secretary is informed, streamlines and in compliance with the legal and/or procedural requirements of the principles.

Legal Advisory Support Services: Corporate Stream Business Operations

Legislative Compliance

Ensure compliance by the Legislative arm to legal requirements imposed by National and Provincial legislation (Acts) by –

- ✓ Developing systems and establishing mechanisms to track compliance requirements and monitor compliance levels by respective business units within the legislative arm of Council.
- ✓ Developing mechanisms to enable periodic reporting on status of compliance within legislative arm and recommending appropriate sanctions for non-compliance and interventions.
- ✓ Developing systems and mechanisms for periodic and accurate updating of compliance requirements within the legislative arm.

- ✓ Managing and co-ordinating a pro-active legal supportive service through provision of capacity building initiatives to line managers within the legislative arm, in respect of legislative compliance requirements, alerting them of implications of non-compliance and new developments in legislation.

In order to ensure the Legislative arm of Council complies with all laws that it is required to comply with and that systems and processes are put in place to achieve satisfactory compliance levels within the Legislative arm.

Contracts Management

Ensure the management Contracts conclude between the Legislative arm and external parties by –

- ✓ Developing systems and establishing mechanisms for efficient Contracts management by all respective business units within the legislative arm of Council.
- ✓ Developing mechanisms to enable periodic reporting on status of Contracts within the legislative arm and recommending appropriate sanctions for non-compliance and interventions.
- ✓ Overseeing and ensuring drafting and/or vetting of Contracts by legal unit, upon receipt of properly completed Instruction Sheets.
- ✓ Managing and co-ordinating a pro-active legal support service through provision of capacity building initiatives to line managers within the legislative arm, in respect of Contract Management requirements, alerting them of any implications of non-compliance and monitoring of contractual obligations in respect of concluded Agreements.
- ✓ Overseeing the provision of legal opinions on Instructions for drafting and/or vetting of contracts.
- ✓ Obtaining external legal support in drafting of specialized or complex contracts and preparing detailed briefs/instructions to Attorneys.
- ✓ Ensuring adherence to Supply chain management requirements and procedures in the procurement of services at all times.

In order to ensure the Legislative arm of Council adheres to the principles of good governance enters into lawful transactions with external parties and that the systems and process are put in place to ensure proper management of contracts internally.

Litigation

Manage litigation by and against the legislative arm of Council by –

- ✓ Assessing merits of claim by or against the legislative arm
- ✓ Advising on prospects of success or settlement out of court
- ✓ Entering into negotiations with claimants on settlement where appropriate
- ✓ Instructing and monitoring Attorneys
- ✓ Attending any consultations with Attorneys and counsel
- ✓ Monitoring the performance of instructed Attorneys

In order to protect and act in the best of interests of Council and to ensure that legal proceedings are up to date.

Office of the Integrity Commissioner

Oversee the provision, development and management of comprehensive legal and administrative support services to the Office of the integrity Commissioner and Councillors by –

- ✓ Ensuring establishment and functionality of the Integrity Office.
- ✓ Ensuring administrative capacitation of the office and resourcing
- ✓ Establishing systems for disclosure requirements by Councillors
- ✓ Providing on-going and immediate legal and administrative support to both the Integrity Commissioner and ethics Committee within the functional areas of the Office of the Committee.
- ✓ Overseeing and conducting of research on the Disclosure requirements within the public and legislative sectors, including developments at other established local and international jurisdictions.
- ✓ Ensuring provision of professional support in conducting of Investigations by the Integrity Commissioner and the conducting of research into allegations of breaches of Code or matters relating to unethical conduct by Councillors.
- ✓ Ensuring integration of administrative support services relating to administration and management of Councillor's rates and taxes, including their representation in external public bodies and alignment with their Disclosures of financial interests in the Declarations Registers.
- ✓ Ensuring periodic conducting of workshops on the Code of conduct and related disclosure requirements for Councillors as public office bearers.

In order to ensure compliance with legal requirements as well as ensuring professional, effective and credible legal and administrative support systems to enable functionality and efficiency of Integrity Office.

3.6 NAME OF EMPLOYER	: City of Tshwane Metropolitan Municipality
ADDRESS	: 11 th Floor Saambou Building
	: 227 Thabo Sehume Street,
	: Pretoria, 0002
Telephone	:
JOB TITLE	: Acting Chief Legal Counsel
DURATION OF EMPLOYMENT	: 2011-2012

Key Performance areas:

- ✓ Develop tactical delivery plans in alignment with operational and organizational strategic objectives in partnership with departmental leadership.
- ✓ Provide guidance and strategic input regarding relevant legislation, policies, processes and procedures:
- ✓ Appoint contractors and manage projects relevant to the area of practice.
- ✓ Ensure that efficient and effective legal services is provided to Council and its Committees:

- ✓ Establish & manage strategic internal & external relationships inclusive of customer, service provider & relevant legislative agencies & structures.
- ✓ Direct, control and optimize resources to meet established objectives, monitor results against business plans, and adjust where necessary.
- ✓ Ensure effective implementation of Council resolutions including with regard to risk.
- ✓ Implement risk management, governance and compliance policy in own practice area to identify and manage governance and risk exposure liability.
- ✓ Oversee the preparation of monthly and annual budgets and financial reports in accordance with statutory and Council presentation requirements.
- ✓ Create and drive strategic relationships with decision makers and interest groups to manage expectations, knowledge sharing integration.
- ✓ Lead and manage teams by providing a meaningful context, setting performance standards, clarifying roles and educating on policy and practice.

3.7 NAME OF EMPLOYER : Metsweding District municipality
ADDRESS : 27 Iridium Street
 : Ekandustria, Bronkhorstspuit
 : 1020
Telephone : Merged with City of Tshwane 2011
JOB TITLE : Senior Manager: Legal Services
DURATION OF EMPLOYMENT : 2006-2011

MAIN JOB FUNCTION

- ✓ Establish and maintain an efficient and effective office administration:
- ✓ Establish a comprehensive integrated archive and registry system of all legal documents.
- ✓ Ensure that information required by other departments on legal matters is provided timeously.
- ✓ Deal with queries regarding legal matters.
- ✓ Conduct research that will assist management with strategic planning and compliance.
- ✓ Responsible for the agenda and minutes in respect of the Council and Mayoral Committee meetings.
- ✓ Responsible for compilation of agenda items and execution of resolutions.

- ✓ Deal with industrial relations within the Municipality in particular and SALGA in general.
- ✓ Represent council of the Municipality at the South African Local Government Bargaining Council (SALGBC);
- ✓ Conduct training to Councilors on legal matters, code of conduct and disciplinary issues.
- ✓ Liaise with Council's Attorneys.

3.8. NAME OF INSTITUTION : **CHIPU & ASSOCIATES LEGAL SERVICES**
ADDRESS : 3RD Floor ABSA Building,
: Landdros-Mare Street, Polokwane, 0699
JOB TITLE : Head Legal Advisor and Company Secretary
DURARTION : 1997-2006

3.9 NAME OF ORGANISATION : **Limpopo Economic Dev. Corporation.**
ADDRESS : Development House, Lebowakgomo
JOB TITLE : Group Company Secretary/Legal Advisor.
DURATION OF EMPLOYMENT : 1992-1997

MAIN JOB FUNCTIONS:

- ✓ To supply a range of legal advice to the Corporation and its personnel;
- ✓ To draw contracts and monitor compliance with relevant legislation.
- ✓ To institute and/or defend legal action for/against the Corporation in consultation and liaison with the Corporation's attorneys.
- ✓ To provide legal support to credit by the Corporation.
- ✓ To act as custodian of loan agreements and security documents.
- ✓ To take full responsibility of the entire spectrum of the Corporation's legal and secretariat component as well as its administration.
- ✓ To act as supervisor to subordinate staff.
- ✓ To schedule meeting, prepare agendas and issue notices, duplicate and distribute documentation and keep minutes of all meetings of the Board, its committees, EXCO and subsidiary companies.
- ✓ To constitute committees in accordance with statutory requirements.

- ✓ To handle correspondence, liaise with board and committee members and handle their travel and accommodation needs.
 - ✓ To handle payment of directors' fees.
 - ✓ To keep all records and maintain a database.
 - ✓ To establish procedures and processes to ensure effective corporate governance, legally enforceable resolutions, statutory compliance and effective functioning of the Board, its committees and management.
 - ✓ To comply with the provisions of s 268(g) of the Companies Act as amended in so far as the duties of the Company Secretary are concerned.
 - ✓ To provide the Board as a whole and directors individually with detailed guidance as to how to discharge their responsibilities in the best interest of the company.
 - ✓ To guide the Board collectively and each individual director as to their fiduciary duties and responsibilities.
 - ✓ To provide central source of guidance and advice to the Board and within the company, on matters of ethics and good governance.
 - ✓ To assist the Board and the CEO in determining the annual Board plan and the administration of other issues of a strategic nature at Board level.
 - ✓ To provide administrative function relating to statutory returns, security documents, trademarks, copyright etc.
 - ✓ To provide central support to the board of directors of subsidiary companies including but not limited to Lebowa Housing Finance, Dilokong Chrome Mine, Great North Transport, etc. as well as other associated companies.
 - ✓ To correspond and liaise with the JSE and independent brokerage firms in relation to share schemes.
 - ✓ To control and update all registers in terms of the Companies Act and relevant legislation.
 - ✓ To register companies, close corporations as well as trust the compilation of memoranda and articles of association and to register them with the registrar of companies.
 - ✓ To provide committee services for formal meetings within the Corporation and its subsidiaries and associated companies.
 - ✓ To ensure the implementation of Code of Good corporate governance as far as practical.
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3.10/ NAME OF ORGANISATION : Department of Justice
ADDRESS : Government Complex, Lebowakgomo.
JOB TITLE : Legal Officer
DURATION OF EMPLOYMENT : 1988-1992

MAIN JOB FUNCTIONS:

- ✓ To draft contracts, peruse documents and draw legal opinions and provide general legal services to all departments.
 - ✓ To institute and/or defend any criminal or civil litigation against/or on behalf of state employees and departments for employees who had acted within the scope of their employment.
 - ✓ To co-ordinate legal activities within departments.
 - ✓ To correspond with the state attorneys and advocates, state law advisors and legal drafters and translators to ensure effective use of resources within departments to avoid unnecessary delays and legal costs.
 - ✓ To edit draft laws and subordinate legislation.
 - ✓ To keep abreast of new and existing legislation and any amendments to the law in order to advice and make appropriate recommendations to the legislature.
 - ✓ To engage in consultations and negotiations with NGO's, CBO's and other stakeholders on legal matters impacting on the operations and functioning of the departments.
 - ✓ To undertake the duties of the State Prosecutor where the designated one is indisposed or becomes unavailable.
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4. OTHER EXPERIENCE

- ✓ *Voting Officer* : *Independent Electoral Commission: 1994*
 - ✓ *Volunteer* : *Voter registration & education IEC: 1999*
 - ✓ *Conflict Management* : *IEC-Local Government Elections: 2000*
 - ✓ *SGB Member* : *Pietersburg Comprehensive School: 2001-2003*
 - ✓ *Lieutenant-Colonel* : *SANDF, Legal Services Reserve Forces: 2006-to_date*
 - ✓ *Member* : *RMDEC-DME Gauteng Chapter-2007 to 2017;*
 - ✓ *Conflict Management for SALGBC.*
 - ✓ *Member: Corporate Lawyers Association of South Africa.*
 - ✓ *Member: Company Secretaries Interest Group.*
 - ✓ *National Chairperson: National Information Officers Forum 2009 – 2017.*
 - ✓ *Advocate of the High Court of South Africa.*
 - ✓ *Member of the Arbitration Foundation of Southern Africa.*
 - ✓ *Member of the National Bar Council of South Africa.*
 - ✓ *Member of the Legal Practice Council.*
 - ✓ *Member of the International Conference of Information Commissioners.*
 - ✓ *Member of the International Ombudsman Institute.*
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5. REFEREES

1. NAME : Dr. Ndivhoniswani Lukhwareni
POSITION : Former City Manager
EMPLOYER : City of Johannesburg
ADDRESS :
Cell :
Email :

3. NAME : Ledingoane Habakkuk Dolamo
Position : Dolamo Attorneys Inc.
ADDRESS :
Tel :
Cell :
Email :

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