



CONTACT

EDUCATION

Master of Business Administration - 2021 Present
University of Johannesburg

Post Graduate Certificate in Executive Leadership - 2011
Vaal University of Technology Consortium

Short Course in Facilities Management - 2019
University of Cape Town

Core Skills & Development Modules of Project Kheduli - 2008/2009
Public Administration Leadership and Management Academy

Post Graduate Diploma in Cyber Law - 2005
University of Johannesburg

Diploma in Criminal Justice and Forensic Auditing - 2004
Rand Afrikaans University

BACCALAUREUS LEGUM (LLB) - 2001
University of Western Cape

BACCALAUREUS IURISPRUDENTIAE - 1999
University of Western Cape

ADV SIPHOKAZI MOLESHE

I am an accomplished and dynamic Corporate Executive with 16 years' experience at Senior Management Level in the Public Service. I am an Admitted Advocate of the High Court of SA currently on the non-practicing roll of the Legal Practice Council. I have vast experience In Public Administrative and Administration of Justice and Public Finance. I consider myself to be an authentic leader who is self-aware, and purpose driven by strong set ethical values. I am a good communicator who is emphatic towards my team. I consider myself as a leader who is agile and can easily adapt to evolving work. My work experience and academic qualifications has shaped me to be a leader that is open to development. I am currently enrolled with the University of Johannesburg for MBA studies, and I am looking forward to an opportunity to put my skills into practice in the Administration of Justice as the DD Public Protector.

WORK EXPERIENCE

2021 - PRESENT

CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES

Department of Agriculture, Rural Development and Environment (GDARDE) , Gauteng

KEY POST RESPONSIBILITIES:

- Legal Services: Legal support, including litigation, advisory, and contracts.
- HR Management: Talent acquisition, administration, design, and employee wellness.
- Facilities Oversight: Managing auxiliary services, records, fleet, and security.
- Communications: Handling corporate communication, media, marketing, and branding.
- Policy Framework: Managing gender, youth, veterans, and disability policies.

KEY ACHIEVEMENTS:

- Streamlined processes and structures in Public Administration
- Provided strategic oversight on risk and audit plans.
- Efficient budget management.
- Led staff development and operational plans. Currently focusing on HRM and Transformation

2014 - 2021

CHIEF DIRECTOR: CORPORATE SERVICES

Department of Social Development - Gauteng Province

KEY RESPONSIBILITIES:

- Legal Services: Proactive legal support, including litigation, advisory, and contract management.
- Management Services: Facilities and Capital Infrastructure oversight.
- Communications: Handling corporate communications, media, marketing, branding, and internal/external communication.
- Information Technology: ICT infrastructure, equipment, GIS, information solutions, and change management.

ACHIEVEMENTS:

- Directed Chief Directorate with a focus on Corporate Governance and strategic alignment.
- Implemented strategies for broader impact and efficient resource utilization.
- Provided strategic oversight on Risk/Audit action plans with monthly reporting.
- Managed budget and ensured efficient cash flow.
- Oversaw staff performance, development, and operational plans.

2013 - 2014

DIRECTOR OF LEGAL SERVICES

Department of Social Development - Gauteng Province

KEY RESPONSIBILITIES:

- Provided strategic leadership for Legal Services functions within the department.
- Offered legal advice on departmental contracts.
- Represented the department in litigation cases.
- Delivered legal opinions on legislative and policy matters.
- Managed the Legal Services Directorate, overseeing financial management, program and project management, public relations, staff development, and quality management.

SKILLS

- Leadership
- Communication
- Problem Solving
- Innovation
- Project Management
- Time Management
- Organizational design
- Negotiation & Conflict Resolution
- Critical Thinking
- Decision Making

ATTRIBUTES

- Honest
- Confidentiality
- Driven
- Optimism
- Diligent
- Ethical
- Adaptability

REFERENCES

MATILDA GASELA

Acting Head of Department:
Agriculture, Rural Development and
Environment

ADV/ANDREW CHAUKE

Director Public Prosecutions

AMANDA HARTMANN

DDG Support Services Gauteng
Department of Social Development

CONTACT

2008 - 2013

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE (IPID)

KEY RESPONSIBILITIES:

- Managed a diverse portfolio, including Financials, Investigations, Legal Advisory, Communication, Technology, Asset and Supply Chain Management, HR, Facility Services, and Staff Management.
- Instituted performance and development mechanisms.
- Provided crucial legal guidance for investigations.
- Established strong partnerships with key stakeholders in the province.
- Supported high-level planning, monitoring, and strategic objective achievement.
- Developed business and operational plans for Gauteng Province.
- Participated in key advisory and governance committees at IPID.

2006 - 2007

SENIOR LEGAL ADMINISTRATIVE OFFICER

Area Head Legal Services, Northern Free State

KEY RESPONSIBILITIES

- Provided expert Legal Support and advice for litigation, arbitrations, loss control, facility management, and Labor Law matters aligned with SAPS Provincial Operational Plan and Strategic Objectives.
- Offered expert Legal Support, advice, and directives for Detective Services, Intelligence Services, Operational Functions, and Crime Organizations.
- Managed and optimized allocated resources in compliance with relevant directives and legislation, covering Financial, Asset, and Human Resources

2004 - 2006

REGIONAL CONTROL COURT PROSECUTOR

National Prosecuting Authority

KEY RESPONSIBILITIES:

- Analyzed case dockets and related documents on criminal conduct.
- Reviewed decisions on initiating criminal proceedings in District and Regional Courts.
- Prepared cases for court, including acquiring additional evidence, drafting charge sheets and indictments, and studying appeals and reviews.
- Occasionally presented cases in court and prepared heads of arguments.
- Managed administrative matters in line with the National Prosecuting Authority's code of conduct, policies, and directives.

2002 - 2004

REGIONAL COURT PROSECUTOR

Boksburg Regional Court

KEY RESPONSIBILITIES:

- Analyzed case dockets and drafted charge sheets.
- Litigated in regional court for a variety of offenses, including Fraud, Theft, Corruption, Murder, Robbery, Rape, and conspiracy.
- Conducted state case evidence presentation, witness cross-examination, and addressed the court on convictions and sentences.

2001 -2002

PROSECUTOR

Boksburg District and Mitchell's Plain Magistrate Court

- Prepared cases for court, including drafting charge sheets and conducting litigation in the District Court.
- Handled a variety of offences, such as fraud, theft, housebreaking, driving under the influence, negligent driving, culpable homicide, and drug-related cases.
- Conducted research on case law and statutes to present well-informed arguments in court regarding merits, convictions, and sentences.
- Assisted in the decision-making process for the institution of criminal proceedings and provided guidance during docket investigations.