

CURRICULUM VITAE OF NOMAHLUBI GCOBISA KAREL BUNYONYO

CAREER GOALS AND OBJECTIVES:

TO BE ENTRUSTED WITH AN IMPORTANT RESPONSIBILITY WITHIN AN ENVIRONMENT THAT EMPHASISES RESULTS AND WHICH ALLOWS ME TO DEVELOP AND BE ABLE TO REALISE THE LIMITS OF MY INDIVIDUAL CAPACITY.

TO BE GIVEN AN OPPORTUNITY TO HOLD A MOST FITTING POSITION WITH ROOM FOR PROFESSIONAL DEVELOPMENT AND GROWTH NOT ONLY FOR MYSELF BUT FOR THOSE THAT WOULD BE WORKING WITH ME AS WELL AS LOOK INTO THE NEEDS, CONCERNS AND INTERESTS OF THE SOCIETY AT LARGE.

BIOGRAPHICAL DATA

Surname: Bunyonyo

First Names: Nomahlubi Gcobisa Karel

Date of Birth:

Identity Number:

Marital Status: Single

Home language: Xhosa

Other language: English

Gender: Female

Residential Address:

Drivers Licence: Yes

Postal Address:

My Contact No: Cel. No:

Email

Citizenship: South African

SUMMARY OF QUALIFICATIONS:

*Admission as an Attorney of the High Court of South Africa- 13 January 2000

*Attended Johannesburg School for Legal Practice Course- July 1996- January 1997

*B. Proc and LLB at the University of Transkei (currently known as Walter Sisulu University) 1994 and 1996, respectively

*Matric at Nozuko Senior Secondary School, Mthatha- 1989

SKILLS AND COMPETENCES ACQUIRED:

- *Good communication skills (written and verbal)
- *Excellent interpersonal and people management skills
- *Analytical and problem-solving skills
- *Good understanding and interpretation of statutes
- *Assertiveness
- *Effective dealing with diversity
- *Ability to obtain high output with strict- deadline
- *Good leadership skills
- *Research skills
- *Innovative thinking
- *Planning and organizational skills
- *Dispute or conflict resolution skills
- *Good decision-making skills

COMPUTER LITERACY AND PROFICIENCY:

MS Office (Word, Excel, PowerPoint, Internet, Emails)

SHORT COURSES ATTENDED:

Supervision and Administration of Insolvent Estates, Deceased Estates, Curatorship Estates, Decision Making and Promotion of Administrative Justice Act 3 of 2000 with the Justice College in Pretoria.

CAREER SUMMARY: PROFESSIONAL EXPERIENCE

1 Assistant Master of the High Court at the Department of Justice and Constitutional Development at the Division of the Master of the Western Cape High Court, Cape Town.

Key Performance Areas:

Oversee and ensure compliance with the Administration Of Estates Act, Matrimonial Property Act, Mental Health Act, Trust Property Act, Companies Act, Close Corporation Act, Insolvency Act, Estate Duty Act, Immovable Property Act, Intestate Succession Act, Wills Act, The Recognition of Customary Marriages Act, Criminal Procedure Act and the Constitution Administering monies deposited in the Guardian Fund...

Ensuring compliance with the Public Finance Management Act (PFMA), Departmental Finance Instructions and prescripts, Labour Relations Act and related policies.

Draft Master's reports for submission to the High Court as well as internal memoranda

Decide objections in terms of the Promotion of Administrative Justice Act

Monitor and access to information in terms of the Promotion of Access to Information Act

Prepare and submit monthly reports

Enter into performance agreements and conduct reviews and assessments

Endorse Powers of Attorneys to pass transfer of immovable property/s and forward caveats to the Deed Office where minor children are involved.

Refer matters to the State Attorney's office for legal action to be taken where non-compliance with statutes occurs.

Refer deceased estates to Legal Aid especially those concerning minor children

2. 02 January 2003 – 29 February 2008 Estate Controller at Master of the High Court Office in Cape Town

KEY PERFORMANCE AREAS:

Prepare Deceased, Insolvency, Curatorships, Inter Vivos Trust Estates for appointments of Executor, Liquidators, Trustees, Curator Bonis, Tutors and Administrators, respectively; and examine the Liquidation and Distribution Accounts, Income and Expenditure Accounts lodged by the appointed Executors, Liquidators, Trustees, Curator Bonis, respectively.

3. Professional Assistant, Legal Aid Clinic/ Athlone Justice Centre – 02 May 2002 to September 2002

KEY PERFORMANCE AREAS:

Serious Criminal matters litigation

4. Director, Practising Attorneys – Hlubi Bunyonyo and Company and Company, Mthatha- 01 September 2000- 31 January 2022

KEY PERFORMANCE AREAS:

Criminal and Civil matters both at Magistrate and High Court Levels, Debt Collection, Administration of Deceased estates Drafting Wills, Registration of Close Corporation, MVA Claims at Plaintiff and Defendant instances (as my office later on became a RAF Service Provider mid-September 2001)

5. Senior Investigator ICD- Nelspruit – 01 February – 28 April 2000

Investigating complaints against the members of the South African Police Services

6. Candidate Attorney Radebe & Associates Attorneys Zwelitsha. King William's Town

7. Legal Advisor Volunteer East London Lawyers of Human Rights

8. Legal Advisor Volunteer Metro Legal Consultants Johannesburg

9. Legal Advisor Volunteer Johannesburg Legal Aid Bureau

CONTACTABLE REFERENCES:

1. Mrs Z Agulhas: Master of High Court, Cape Town, Tel. No.(w), Cel. No. Email Address:

2. Mr V Lallie: Deputy Master of the High Court, Cape Town, Tel. No. w) Cel. No. , Email Address:

3. Mrs I Dick: Erstwhile Deputy Master of the High Court, Cel. No. ,