

## PERSONAL PROFILE

### PERSONAL DETAILS

**SURNAME** Govender (nee Vandayar)  
**FIRST NAME** Jayashree  
**IDENTITY NUMBER**  
**EE PROFILE** Female, Indian  
**ADDITIONAL PERSONAL INFORMATION:** Married  
**CONTACT NO.**

**CITIZENSHIP** South African

**ADDRESS**

### LANGUAGE PROFICIENCY

Language	Skill (None, Poor, Fair, Good, Excellent)		
	Speak	Read	Write
English	Excellent	Excellent	Excellent
Afrikaans	Good	Good	Good

**SECURITY CLEARANCE:** Top Secret  
**VALID DRIVER'S LICENCE** Yes (Code 08)  
**CURRENT EMPLOYER** Office of the Inspector General of Intelligence

## FORMAL QUALIFICATIONS COMPLETED

QUALIFICATION OBTAINED	NQF-Level	INSTITUTION STUDIED	MAJOR SUBJECTS	STANDARD COURSE DURATION	DATE OBTAINED	PROOF ATTACHED
1 Bachelor of Arts	6	University of Natal	<ul style="list-style-type: none"> <li>• Legal Studies 3</li> <li>• Psychology 3</li> </ul>	3 years	1987	Yes
2 LLB	7	University of Natal	<ul style="list-style-type: none"> <li>• All prescribed courses</li> </ul>	2 years	1989	Yes
3 Masters of Law (Awarded with Distinction)	8	University of Pretoria	<ul style="list-style-type: none"> <li>• Specialisation in Human Rights and Constitutional Practices</li> </ul>	1 year	2006	Yes
4 Certificate in Legislative Drafting (Awarded with Distinction)	5	University of Pretoria	<ul style="list-style-type: none"> <li>• All prescribed courses</li> </ul>	6 months	2006	Yes
5 Post Graduate Programme in Executive Development (Awarded with Distinction)	7	Tshwane University of Technology	<ul style="list-style-type: none"> <li>• All prescribed courses</li> </ul>	1 year	2008	Yes

## EMPLOYMENT HISTORY

APPOINTED	TOTAL NUMBER OF YEARS	ORGANISATION / UNIT / POSITION	KEY RESPONSIBILITIES
<b>CURRENT EMPLOYMENT</b>			
1 April 2015 to date	18 months	Office of the Inspector-General of Intelligence  Legal Advisor	<ul style="list-style-type: none"> <li>• Managing the day to day functioning of the OIGI;</li> <li>• Managing the OIGI budget by representing the OIGI at the monthly Programme Budget Meetings and the quarterly Budget Management Committee meetings;</li> <li>• Managing OIGI processes such as approval of permanent appointments, chairing of OIGI EXCO and OIGI staff meetings, OIGI APP 2016/2017, OIGI Strategic Plan 2016/2021, liaison with the Offices of the Minister and Deputy Minister of State Security, NICOC, ICCS and State Security Agency;</li> <li>• Managing the IG 10 component;</li> <li>• Nominated by OIGI EXCO to assume a liaison function with the JSCI and the Intelligence Services;</li> </ul>

			<ul style="list-style-type: none"> <li>• Regular meetings with the DG SSA on matters pertaining to the OIGI;</li> <li>• Liaison with the Offices of the AGSA and the Public Protector;</li> <li>• Interacted with the DPCI Judge and finalised an MOU awaiting signature of an IGI. In this regard also interacted with the Office of the Chief Justice and Deputy Chief Justice of the Constitutional Court;</li> <li>• Interacted with the Office of the JSCI on issues relating to the OIGI and staff matters of the JSCI;</li> <li>• Led an OIGI delegation to the JSCI to present the draft OIGI 2014/2015 Annual Report;</li> <li>• Provided with delegated authority by the DG SSA to approve certain OIGI expenditure;</li> <li>• Investigation of complaints and reporting thereon;</li> <li>• Attending to Promotion of Access to Information requests;</li> <li>• Consultation with ICCS on amendments to the Intelligence Services Oversight Act, the White paper on Intelligence and the Intelligence Services Regulations.</li> </ul>
1 July 2010 to 31 March 2015	5 years	Office of the Inspector-General of Intelligence  Legal Advisor	<ul style="list-style-type: none"> <li>• Rendering legal advice to the Inspector General and members of the OIGI;</li> <li>• Managements of the investigation of complaints received and reporting thereon;</li> <li>• Chairing task teams for the investigation of Ministerial taskings, drafting reports thereon and presenting reports to the referral authority and the JSCI;</li> <li>• Liaising with oversight counterparts (AGSA, PP and Interception Judge);</li> <li>• Drafting of MOUs with oversight partners;</li> <li>• Interpretation of legal instruments, drafting Oversight Regulations, policy documents, information notes, court pleadings, legal opinions, practice notes and proposals for legislative intervention;</li> </ul>

			<ul style="list-style-type: none"> <li>• Provision of legal support and advice during intelligence oversight fieldwork investigations and reporting;</li> <li>• Assisting in the drafting of the IGI Certificate;</li> <li>• Ensuring Compliance with the Constitution, relevant laws and policies through providing guidelines and directives and monitoring compliance thereof;</li> <li>• Performing functions as delegated by the IGI in the absence of the IGI;</li> <li>• Representing the IGI at international, national, departmental and interdepartmental forums;</li> <li>• Managing projects as designated by the IGI;</li> <li>• Attending to all media queries;</li> <li>• Performing the function of an information officer for Promotion of Access to Information requests;</li> </ul>
15 September 2008 - 1 July 2010	2 years	Office of the Inspector-General of Intelligence  Head: Executive Support	<ul style="list-style-type: none"> <li>• Investigation of complaints and reporting thereon</li> <li>• Rendering of legal advice to the Inspector General of Intelligence and the OIGI;</li> <li>• Interpretation of legislative instruments;</li> <li>• Initiating and attending to litigation, primarily civil litigation;</li> <li>• Drafting of legal instruments, oversight Regulations, information notes, court pleadings, legal opinions, practice notes, policy documents and proposals for legislative intervention;</li> <li>• Liaising with departments within the Intelligence environment and other government departments;</li> <li>• Project management; policy formulation and implementation;</li> <li>• Ensuring Compliance with the Constitution, relevant laws and policies through providing guidelines and directives and monitoring compliance thereof;</li> </ul>

			<ul style="list-style-type: none"> <li>• Assisting in the drafting of the IGI Certificates</li> <li>• Secretariat to EXCO;</li> <li>• Compilation of Risk Register, OIGI Annual Report, Annual Performance Plans and OIGI Strategic Plans ;</li> </ul>
8 March 2005 - 15 September 2008	3 years	Office of the Inspector-General of Intelligence  Legal Advisor	<ul style="list-style-type: none"> <li>• Rendering of legal advice to the Inspector General of Intelligence and the OIGI;</li> <li>• Conducting intelligence oversight of SAPS – CI</li> <li>• Representing of the IGI as Counsel in the Khampepe Commission</li> <li>• Interpretation of legislative instruments;</li> <li>• Initiating and attending to litigation, primarily civil litigation;</li> <li>• Drafting of legal instruments, oversight regulations and proposals for legislative intervention;</li> <li>• Liaising with departments within the Intelligence environment and other government departments;</li> <li>• Project management;</li> <li>• Policy formulation and implementation;</li> <li>• Ensuring Compliance with the Constitution, relevant laws and policies through providing guidelines and directives and monitoring compliance thereof;</li> <li>• Compilation of Risk Register;</li> <li>• Compilation of the OIGI Annual Report;</li> </ul>
1 February 2003 – 7 March 2005	2 years	Senior State Advocate at the Specialised Commercial Crime Unit attached to the Asset Forfeiture Unit (NPA)	<ul style="list-style-type: none"> <li>• Drafted training manual of asset forfeiture and national training of Commercial Crime Court Advocates on asset forfeiture</li> <li>• Prosecution of commercial crime matters at the Specialised Court</li> <li>• Civil asset forfeiture applications for the forfeiture of assets</li> </ul>



1 September 1999 to 31 January 2003	4 and a half years	National Prosecuting Authority (NPA) Senior State Advocate at the Sexual Offences and Community Affairs Unit (SOCA ) Unit	<ul style="list-style-type: none"> <li>• Managed 73 Maintenance prosecutors countrywide</li> <li>• Prosecution of family law cases inclusive of maintenance and domestic violence matters</li> <li>• Civil litigation of family law cases inclusive of access, custody and maintenance cases</li> <li>• Drafted NPA policy directives on Maintenance, Victim Charter (DOJCD), National Policy and Guidelines for Maintenance Officers and Investigators (part of a project to re-engineer the maintenance system)</li> <li>• Updating of NPA policy directives</li> <li>• Prepared training manuals: Child Law Manual for Prosecutors. Handy Hints Manual for Prosecutors, Maintenance Manual for Prosecutors, Manual of Asset Forfeiture (Criminal Forfeiture)</li> <li>• Delivered papers on sections of the Maintenance Act, Beijing Platform of Action, UN Convention on the Rights of the Child, IT Component on the Courts Maintenance System, Law of Access and Custody for legislative intervention</li> <li>• Training of prosecutors and State Advocates on issues of sexual offences and family law with the emphasis on maintenance, access and custody</li> <li>• Training of prosecutors of domestic violence cases</li> <li>• Conducted radio interviews on general principles of law inclusive of bail, maintenance, access and custody;</li> <li>• Workshops on aspects of law with special emphasis on maintenance as well as the abuse of women and children</li> <li>• Television Interview: E-TV on the general principles of child support</li> </ul> <p><b>Presentations</b></p> <ul style="list-style-type: none"> <li>• National Inter-Sectoral Workshop on sexual offences: Paper on sexual offences (2000)</li> <li>• Nigel Correctional Facility: Paper on domestic violence</li> </ul>
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			<p>(1999)</p> <ul style="list-style-type: none"> <li>• Delivered a paper to members from Scotland Yard and the Scorpions on South African Prosecution techniques and bail procedures (2000)</li> <li>• Workshop on the Victim Charter: Paper on the role of the prosecution in enforcing the rights of a victim (2001)</li> <li>• University of Pretoria: Presentation on the feminization of poverty (2002)</li> <li>• Nominated as a panel member for the Family Court: Digital Video Conference (2002)</li> </ul>
1 May 1999 – 31 August 1999	6 months	State Advocate – Durban High Court	<ul style="list-style-type: none"> <li>• Prosecution of all High Court matters which included murder, robbery and fraud</li> <li>• Attending to bail appeals which included full bench appeals</li> </ul>
1 March 1996 – 30 April 1999	3 years	Public Prosecutor Durban Magistrate's Court (District and Regional Courts) Specialist Fraud, Child Abuse and Juvenile Courts	<ul style="list-style-type: none"> <li>• Prosecution of fraud, juvenile offences, robbery, murder, assault GBH, house-breaking</li> <li>• Delivered papers on juvenile justice to members of other government departments</li> <li>• Conducted training of prosecutors on juvenile justice and diversion from the criminal justice system;</li> <li>• Conducted training of prosecutors on prosecution techniques and family law</li> <li>• Trained police officials on general principles of criminal law with special emphasis on the law of evidence</li> <li>• Trained prosecutors, police officials, social workers, health care providers and correctional service officials on the investigation and prosecution of sex crimes</li> </ul>

1 May 1992 – 28 February 1996	4 years	Public Prosecutor – Chatsworth Magistrate's Court	<ul style="list-style-type: none"> <li>• Prosecution of cases in the district court, which inter alia included, theft, family, traffic, murder pleas, robbery, fraud, assault, drug related offences</li> <li>• Attending to civil applications for maintenance</li> <li>• Attended to all Attorney General instructions in respect of murder cases</li> <li>• Trained police officials on general principles of criminal law with special emphasis on the law of evidence</li> </ul>
1 February 1990 – 30 April 1992	2 years	Pam Harries Attorneys - Durban  Candidate Attorney  Professional Assistant	<ul style="list-style-type: none"> <li>• Criminal and civil litigation in the Magistrate and High Courts.</li> <li>• Family Law, Commercial Law, Sequestrations, Collections,</li> <li>• Accounting, Motor Vehicle Accident Claims and Deceased Estates</li> </ul>

### **SPECIAL ACHIEVEMENTS**

Admitted as an Attorney in the Supreme Court of South Africa (Natal Provincial Division) on the 11 May 1992.

Admitted as an Advocate in the High Court of South Africa on 24 May 1999

### **SKILLS AND ABILITIES**

- Reviewing Intelligence processes and activities.
- Monitoring of compliance with relevant laws
- Managing of oversight projects.
- Drafting of legal instruments and oversight reports
- Knowledge of Intelligence and experience of Intelligence Oversight
- Speech writing
- Drafting of Strategic Plans, Annual Performance Plans and Annual Reports
- Liaising with The Public Protector's Office, The Human Rights Commission, Auditor General and the Interception Judge
- Presentations (various forums – JSCI, Ministers and Intelligence Services)
- Project management
- Performance management
- Policy formulation and implementation
- Strategy development and implementation
- Interviewing, selection and filling of posts in both the NPA and the OIGI
- Grievance proceedings (Employee labour relations matters)
- Performance Assessments
- Public Speaking
- Presentations and Training



## SUMMARY OF TRAINING, COURSES AND SEMINARS ATTENDED

TRAINING/COURSE	DATES	DURATION	INSTITUTION
1 Fall 2015 Annual Training Event	2015	3 days	Association of Inspectors General - USA
2 Certified Inspector General Course	2014	1 week	Association of Inspectors General - USA
3 Legal Interpretation	2014	1 day	Law Society of South Africa
4 International Intelligence Review Agency Conference	2014	3 days	International Intelligence Review Agency Conference – UK
5 Internet Intelligence	2014	3 days	4Knowledge Analysis Solutions
6 International Summit on Transnational Crime	2013	3 days	Crans Montana Forum - Brussels
7 Sharpening Your Teeth - Ombudsman Practice Training	2012	4 days	International Ombudsman Institute - Austria
8 Good Governance	2012	3 days	CGF Research Institute
9 MS Word	2011	1 day	Sebata Institute
10 MS Power Point	2011	1 day	Sebata Institute
11 International Intelligence Ethics Conference	2011	3 days	International Ethics Association – United Kingdom
12 Open Society Justice Initiative	2011	3 days	Centre for the Democratic Control of the Armed Forces
13 International Intelligence Review Agency Conference	2006	3 days	International intelligence Review Agency Conference – South Africa
14 Prosecutors Course	1994	3 months	Justice College
15 Practical Legal Training	1991	5 weeks	Association of Law Societies of the RSA

## INTERESTS

Reading, current affairs, herb gardening, cooking,