

CURRICULUM VITAE OF ANDILE BARNABAS KILIFELE

PERSONAL DETAILS	
Surname	Kilifele
First Names	Andile Barnabas
Identity Number	
Nationality	South African
Languages	Xhosa, English, Zulu and Sotho
Drivers Licence	Code B (08)
Home Telephone Number	
Cell phone Number	
E-mail Address	
Residential and Postal Address	

EDUCATION AND QUALIFICATIONS	
SCHOOLING	
Secondary School	Lagunya Finishing School (formerly, the St Francis Adult Centre)
School Certificate	Matriculation with the University Exemption
Activities and Achievements	Member of the Student Representative Council and a portfolio of an Organiser. Deputy Chairperson of the School Debating Society. Recipient of a merit award of excellence in History.

UNDERGRADUATE	
Institution	University of Cape Town (UCT)
Qualification	Bachelor of Social Science
Major Courses	Public Administration and Affairs
Activities and Achievements	Member of the Student Governing Body and a portfolio of a Health and Safety. Sub-warden of the Residence. Member of the University Football Team.
Extra-Curricular Activities	Volunteer at the University Disability Unit by assisting with the reading and text conversion work of academic material for blind and partially sighted students. Volunteer at the Parliamentary Monitoring Group as per the University Programme to acquaint and foster the students with law making, public participation and executive oversight.

POSTGRADUATE	
Institution	University of Witwatersrand (WITS)
Qualification	Bachelor of Law (an LLB degree)
Activities and Achievements	Member of the Student Governing Body better and a portfolio of a Treasurer.
Extra-Curricular Activities	<p>Volunteer at the University Disability Unit by assisting with the reading and text conversion work of academic material for blind and virtually impaired students.</p> <p>Volunteer at the University Street Law Advocacy to educate and empower the poor and needy communities about their constitutional and human rights.</p> <p>Student Counsellor at the University Law Clinic under the <i>tutelage</i> of an admitted and practising attorney as per the University Programme to educate and acquaint the final year students with the practice of law and to also render general legal services to the indigent communities.</p>

PROFESSIONAL MEMBERSHIP	
High Court of South Africa - North Gauteng High Court	Advocate of the High Court of South Africa - North Gauteng High Court [(formerly, the Pretoria High Court)(Case Number: 51668/2007)].

FURTHER TRAINING AND COURSES				
COURSES		DATES	DURATIONS	INSTITUTIONS
1.	Generally Accepted Compliance Practice	25 to 26 July 2013	Two days	Compliance Institute of Southern Africa
2.	Compliance Risk Management Plans	22 to 23 July 2013	Two days	Compliance Institute of Southern Africa
3.	Understanding Good Governance in a Business Environment	24 to 25 April 2012	Two days	Compliance Governance Framework Research Institute (PTY) Ltd
4.	Law of Interpretation and Legislative Drafting	14 to 18 April 2008	Four days	Office of the Chief State Law Advisor , Cape Town
5.	Secure Communication	8 to 19 May 2006	Ten days	Communication Security Centre (COMSEC)
6.	Basic Intelligence Tradecraft	28 June to 24 September 2004	Two months and Twenty Four days	South African National Academy of Intelligence (Intelligence Academy)
7.	Workshop for Sub-wardens	4 to 10 February 1998	Six days	University of Cape Town

PRO BONO SERVICES		
EMPLOYER	DESIGNATION	PERIOD
School Management Forum at Glen Austin High School	Secretary and Member responsible for the discipline	1 April 2016 to date
MAIN RESPONSIBILITIES		
<ul style="list-style-type: none"> o Ensuring meetings are effectively organised and minuted. o Maintaining effective records and administration. o Upholding the legal requirements of governing documents and company law where necessary. o Communication and correspondence. o Drafting and reviewing of school policies. o Holding disciplinary hearings and/or committees. o Resolving labour disputes and maintenance of issues. 		

EMPLOYMENT HISTORY		
EMPLOYER	DESIGNATION	PERIOD
National Intelligence Agency (NIA)	Divisional Head for Policy, Standards and Compliance at the Office of the General Manager: External Vetting and Advising	1 October 2008 to 31 January 2015
MAIN RESPONSIBILITIES		
<ul style="list-style-type: none"> o Conduct training and intermittent briefings at the Intelligence Academy, organs of state and various forums on the legislative mandate of the State Security Agency (the then Intelligence Services). o Research and investigate any general and/or specific area of law, for purpose of furnishing a legal opinion, general enquiry or interest and advice the National Intelligence Agency including the relevant stakeholders where necessary. o Conduct environmental scanning and advice the National Intelligence Agency on the legislative developments and cases impacting and/or affecting it including the identification of risk and opportunities. o Provide guidance and support to the National Intelligence Agency on the implementation and monitoring of laws, regulations and rules through policies and procedures. o Compile and formulate on behalf of the Director-General the formal reason/s in respect of decisions on vetting and re-vetting of personnel, screening of services providers and appeal matters. o Provide comments and/or inputs to Bills and Acts of Parliament, regulations, rules impacting and/or affecting the National Intelligence Agency. o Draft and vet contracts, Memoranda and/or Service Level Agreements between the National Intelligence Agency and the relevant [domestic] counterparts. o <i>Ex Officio</i> member of the National Security Managers Forum Executive Committee (NSMF-Exco) comprising of members of the National Intelligence Structures and co-opted members of the Justice Crime Prevention and Security (JCPS) cluster. o <i>Ex Officio</i> member of the State Security Agency Legislative Committee for the development, appraisal and amendment of legislation (primary and secondary and/or subordinate). o Lead, manage, motivate, develop and retain the staff and/or team members in the division. o Provide liaison and legal services with the relevant oversight bodies and regulators such as the Joint Standing Committee on Intelligence, Inspector-General of Intelligence, Auditor-General, National Archive, South African Human Rights Commission and National Treasury on the cluster of regulatory requirements and compliance with governance policy directives. 		

EMPLOYER	DESIGNATION	PERIOD
South African Secret Service	Compliance and Legal Counsel at the Office of the Director-General	1 June 2006 to 30 September 2008
MAIN RESPONSIBILITIES		
<ul style="list-style-type: none"> ○ Conduct training and intermittent briefings at the Intelligence Academy, organs of state and various forums on the legislative mandate of the State Security Agency (the then Intelligence Services). ○ Research and investigate any general and/or specific area of law, for purpose of furnishing a legal opinion, general enquiry or interest and advice the South African Secret Service including the relevant stakeholders where necessary. ○ Conduct environmental scanning and advice the South African Secret Service on the legislative developments and cases impacting and/or affecting it including the identification of risk and opportunities. ○ Provide guidance to the South African Secret Service on the implementation and monitoring of laws, regulations and rules through policies and procedures. ○ Provide comments and/or inputs to Bills and Acts of Parliament, regulations, rules impacting and/or affecting the South African Secret Services. ○ Draft and vet, contracts, Memoranda and/or Service Level Agreements between the South African Secret Service and the relevant [foreign] counterparts. ○ Conduct litigation and prosecutorial services including dispute resolution processes and labour matters. ○ Provide legal and secretarial services to the Security Clearance Advisory Board under the <i>tutelage</i> of the Director-General on matters dealing <i>inter alia</i> with vetting and re-vetting of personnel, screening of service providers and appeals. ○ Provide legal and secretarial services to the Safety, Security and Health Executive Committee under the <i>tutelage</i> of the Director-General on matters dealing <i>inter alia</i> with national security, intelligence and counter-intelligence. ○ Provide liaison, legal services and act as a custodian on interception of communication and related information as authorised in terms of the applicable legislation by the designated judge. ○ Provide liaison and legal services with the relevant oversight bodies and regulators such as the Joint Standing Committee on Intelligence, Inspector-General of Intelligence, Auditor-General, National Archive, South African Human Rights Commission and National Treasury on the cluster of regulatory requirements and compliance with governance policy directives. 		

EMPLOYERS	DESIGNATIONS	PERIODS	MAIN RESPONSIBILITIES
South African Secret Service	Counter Intelligence Officer at the Chief Directorate: East, Horn of Africa and Islands	1 February 2005 to 1 May 2006	Conduct counter-intelligence investigations within and outside the Republic of South Africa; perform surveillance and reconnaissance on targets, provide courier services, and protective security.
South African Secret Service	Operational Officer at the Chief Directorate: Global and Transnational Organised Crime	1 May 2004 to 30 January 2005	Collect intelligence within and outside the Republic of South Africa including collection management; recruitment, agent handling and management, evaluate, analyse and collate covert information, and clandestine communication.

EMPLOYERS		DESIGNATIONS	PERIODS	MAIN RESPONSIBILITIES
1.	University of Witwatersrand Law Library	Library Assistant	1 March 2002 to 21 November 2003	Provide assistance and support to clients (students, academics, corporate users and occasional visitors) in the use and interpretation of resources, identify and access appropriate materials for study and research purposes.
2.	Claremont Public Library, Cape Town	Library Intern	19 September 1999 to 4 February 2000	Provide assistance and support to patrons with the sourcing and searching of reading materials for study and research purposes.
3.	University of Cape Town Department of African Languages and Literature	Research Assistant	8 November to 3 December 1999	Conduct research under the supervision of Dr RH Kaschula (who is now, a Professor and Head of IsiXhosa Department at the Rhodes University) to investigate three topics namely; serial killers, obsessive compulsive disorder and forensic pathology in anticipation of a new novel.
4.	University of Cape Town Student Office	Vacation Assistant	8 December 1998 to 2 February 1999	Provide check ins and outs of guests and allocation of rooms. Handle stock-taking, supply of orders and report shortages to the Resident Manager.
5.	University of Cape Town Clarendon House Residence	Sub-warden	4 February to 4 December 1998	Provide assistance and support to the Warden in the counselling of students with barrage of issues, and ensure that the rules of the Residence and University are complied with.
6.	University of Cape Town Academic Development	Research Assistant	25 June to 8 September 1997	Conduct research under the supervision of Dr N Hartman (who is now, the Director of the Education Development Unit, Faculty of Health Science, at the University of Cape Town) to investigate the recipients and student loan defaulters of the National Student Financial Aid Scheme (NSFAS).