

PERSONAL DETAILS

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|---------------------|---|------------------------------------|
| Surname | : | Nkontwana |
| Names | : | Brightboy Nhlakanipho |
| Date of birth | : | |
| Identity number | : | |
| Gender | : | Male |
| Nationality | : | South African |
| Home Language | : | Zulu |
| Other Languages | : | English, Xhosa, Sesotho, Afrikaans |
| Marital Status | : | Married |
| Driver's Licence | : | Code 8 |
| Criminal Offence | : | None |
| Health | : | Excellent |
| Residential Address | : | |
| Postal Address | : | |
| Mobile numbers | : | |

EDUCATIONAL QUALIFICATION

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|------------------------|---|---|
| Last School attended | : | KwaMgaga High School K" Umlazi P.O. Umlazi 4031 (1985 – 1988) |
| Highest Standard | : | Standard Ten |
| Subjects | : | Afrikaans, English, Zulu, Biology, History and Business Economics |
| Computer Literacy | : | Good |
| Extra mural Activities | : | Soccer, Tennis and Gymnastics |

TERTIARY EDUCATION

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|-----------------------------|---|---|
| Institution | : | University of Durban Westville [university of KZN] Private Bag X54001 Durban Tel.: (031) 820 9111 |
| Jnr. Degree Obtained | : | B.A. (Soc. Sc.) – 1993 |
| Majors | : | Sociology and Psychology |
| Distinctions | : | *Classical Studies 1 – 1 st class *Biblical Studies 1A – 2nd class |

POST GRUADUATE STUDIES

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|-----------------------------------|---|--|
| Institution | : | University of Durban Westville [University of KZN] |
| Senior Degree | : | B.Com (Hons) – 1994 |
| Courses | : | Labour Law, Industrial Relations Management, Manpower strategy, Collective Bargaining, Organisational behaviour and Human Resources Management |
| Institution | : | University of Nelson Mandela Metropolitan |
| Senior Degree (Incomplete) | : | M Phil in SA Politics and Political Economy |
| Courses completed | : | South African Economy, Regional Economic Integration, International Relations, Democracy and transition, and International Political Economy |

ADDITIONAL CERTIFICATES

| | | |
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| Institution | : | Independent Project Trust |
| Course | : | Certificate in Conflict Resolution and Management |
| Subjects | : | Communication skills, Decision making strategies, conflict Resolution, and leadership skills. |
| Course | : | Certificate in small business management |
| Subjects | : | Budgeting Strategies, Public Relations Skills, Entrepreneur skills and Small Business Management |
| Institution(S) | : | SAMDI AND DPSA |
| Courses | : | Time Management Facilitation Enrichment Job Evaluation (EQUATE) Training Programme for PS PSR, 1999 |
| Institution | : | University of Pretoria |
| Course | : | Economic literacy 1999 |
| Institution | : | Regeneys College (Woodmead) |
| Course | : | Financial Management for Non-Financial Managers '02 Public Policy formulation '04 |

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|--------------------|---|------------------------------|
| Institution | : | Leadership SA |
| Course | : | HR Leadership Programme 2007 |

AWARDS

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|--------------------|---|--|
| Institution | : | Department of Public Service and Administration |
| Award | : | Certificate programme in Delivery in the Public Service (1998) |
| Award | : | Performance-based bonus category A (2002/3 financial year) Performance-based bonus category B (2003/4 financial year) |

INTERNATIONAL EXPERIENCE

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|-------------|---|--|
| Study Tours | : | I participated in a number of study tours as a State representative; i.e. France, Switzerland, Dubai, Hong Kong, United States, UK and Germany. |
| Conferences | : |  6 th Global Forum on Reinventing Government (South Korea) 2005.  4 th IIRA African Regional Congress (Mauritius) 2005. |

REPRESENTATION IN GOVERNING STRUCTURES

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|--------|---|---|
| CCMA | : | Board Member 2004/5 FY (obo State) |
| NEDLAC | : | State representative at Labour Market Chamber 2004/5 FY |

COMMUNITY ENGAGEMENTS

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| Institution | : | Kwa –Thema Stimulation Centre for the Children with Disabilities |
| Portfolio | : | Patron |
| Institution | : | Grace Bible Church (2011 to date) |
| Portfolio | : | Board member |
| Institution | : | Gospel Music Association [GMA] (2011 to date) |
| Portfolio | : | Board Member and Secretary |
| Institution | : | Midrand Community Policing Forum [“CPF”] (2009-2011) |
| Portfolio | : | Chairman |
| Institution | : | Mvula Trust (March 2012 to February 2013) |
| Portfolio | : | Deputy Chairperson of the Board |

WORK EXPERIENCE

Name of Organisation : **Department of Cooperative Governance and Traditional Affairs**

Period : **July 2014 to date**

Position : **Head of Department: CoGTA Gauteng**

Key Responsibilities :

The purpose of the Job is to provide strategic leadership towards achievement of the vision and the mission of CoGTA and to the implementation of the Departmental Performance Plan 2015/16.

The responsibilities of the Head of Department:

- The HoD is directly accountable to the Member of the Executive Council for the realisation of Government priorities.
- Intergovernmental Programmes of Action and the implementation of sustainable Local Government and Traditional Affairs Service Delivery.
- Ensuring operational efficiencies and strategic outputs of the department, agencies or special units associated with the Department.
- Providing strategic leadership and driving the strategic planning and implementation processes of the department.
- Complying with the Public Finance Management Act, Treasury Regulations and Human Resource Management Framework of the Public Service. Managing the performances and service delivery of the Department.
- Implementing appropriate policies, strategies, structures, systems and processes to deliver mandates.
- Making contribution to the broader strategic environment of Gauteng, ensuring that the highest standards of corporate governance and ethics are upheld.
- Implementation of outcomes 9 and 12, as well as other applicable National and Provincial and Legislative imperatives efficacy and accountability.

Name of Organisation : **Department of Public Service and Administration**

Period : **October 2013 to June 2014**

Position : **Acting Inspector-General: Office of Standards and Compliance**

Key Responsibilities : The incumbent is reporting directly to the Minister and oversees establishment of the Office of Standards and Compliance.

The responsibilities of the Acting Head: Office of Standards and Compliance include, amongst others:

- Evaluation of the appropriateness of norms and standards and their basis of measurement as determined by institutions in relation to public administration and management;
- Promotion and monitoring of compliance with minimum norms and standards determined by the Minister in relation to public administration and management;

- Promotion and monitoring of compliance with the laws applicable to the public administration;
- Advise the Minister on the execution of his or her duties with regard to:
 - ✱ the determination of minimum norms and standards; and
 - ✱ enforcing compliance with the minimum norms and standards and the regulatory prescripts;
- Conduct capacity and functionality audits of skills, systems, processes and advise on capacity building initiatives;
- Advise the Minister on the development, amendment and review of public administration systems;
- develop and implement an early warning system to detect public administration non-compliance;
- Oversee the overall functioning of the office and report to the Minister.

Name of Organisation : **Department of Public Service and Administration**

Period : **March to 30 September 2013**

Position : **Acting Director-General**

Key Responsibilities : Director-General: DPSA
 The Director-General is the Accounting Officer and the head of the administration for the Department. It is the DG's function to facilitate an integrated, responsive and highly effective governance system in support of all spheres of government and associated institutions through:

- Development and implementation of appropriate policies and regulatory mechanisms to promote integration of government development programmes;
- Achievement of social cohesion through the creation of enabling mechanisms for communities to participate in governance; and
- Monitoring and evaluation of cooperation amongst government stakeholders to achieve improved service delivery.

The DG's oversight powers are defined in the PFMA, while delegated powers in terms of the Public Service Act, schedule 1 and 2. The DG is accordingly enjoined to:

- Provide strategic leadership to the department, but also to the entire public service in terms of public service transformation and improved public service functioning;

- Provide the Minister with sufficient information and advice to enable him/her to make sound and informed decisions in terms of the portfolio and public resource utilisation;
- Strategically manage the DPSA within the overall public service financial management, procurement and human resource management frameworks, and ensure that other key obligations in terms of the Constitution, Public Service Act, Public Administrative Justice Act, Access to Information Act, inter alia, are adhered to;
- Assume administrative accountability and oversight as the accounting officer;
- Serve as constructive intermediary between SITA and the Minister;
- Coordination of Outcome 12 and Cluster of Governance and Administration;
- Manage and supervise the DDG's who are overseeing six different operational branches.

Name of Organisation : **Department of Public Service and Administration**

Period : **June 2012 to March 2013**

Position : **Special Advisor to the Minister**

Key Responsibilities : **Advising the Minister**

- To provide expert advice and opinion on the public service prescripts, regulations, laws and other pieces of labour legislation regulating public service personnel to the Minister;
- To advise the Minister on the functions of the public service; and including the transformation and reform of the public service;
- To advise the Minister on the benefits and other employment practices for employees in the public service;
- To advise the Minister on employee relations and collective bargaining matters;
- To provide advice and support to the Minister on any other matter to improve the effectiveness and efficiency of the public service and its service delivery to the public; and
- Undertake any other tasks as may be appropriate in respect of the exercise or performance of the Minister's powers and duties, including facilitating stake holder engagements.

Name of Organisation : **Department of Defence and Military Veterans**

Period : **March to May 2012**

Position : **Part-time Special Advisor to the Minister**

Key Responsibilities :

- To advise the Minister on human resources and related policy matters;
- To attend to departmental issues that required Minister's direction and/or approval;
- To give guidance and process advise on the establishment of the Defence Commission and its function; and
- To perform such other ancillary tasks as may be appropriate in respect of the exercise or performance of the Minister's powers and duties.

Name of Organisation : **Department of Cooperative Governance & Traditional Affairs
["CoGTA"]**

Period : **February 2012**

Position : **Acting Chief of Staff**

Key Responsibilities :

- To coordinate all activities of the supporting staff in the Ministry and to provide a primary aide to the Executing Authority;
- To resolve problems, mediate disputes, and deal with issues before they are elevated to the Minister;
- To act as a confidante and advisor to the Minister, acting as a sounding board for ideas;
- To take charge of the overall management of the private office of the Minister, including all financial management matters and all required HR matters (performance agreements, performance assessments, administration of leave, claims etc);
- To act as an accounting officer for the Ministry as delegated by the GD;
- To provide strategic and administrative support to the Minister in matters relating to Cabinet and Parliament including compilation of documents and briefing notes for submissions from the departments;
- To manage Ministry's communications both internally and externally in in conjunction with the media office;

■ To be consulted when job descriptions for each member of staff in the Ministry within the framework of the functions approved by Cabinet are evaluated; and

■ To manage the relationship between the Ministry and the department.

Name of Organisation : **Department of Cooperative Governance ["DCoG"]**

Period : **January 2012**

Position : **Acting Director-General, Cooperative Governance**

Key Responsibilities :

■ To plan execution and management of all programmes in line with the departmental mandate;

■ To effectively and efficiently manage the overall administration of the department;

■ To manage the financial and physical resource; and

■ To provide of general management and leadership.

Name of Organisation : **Department of Cooperative Governance & Traditional Affairs ["CoGTA"]**

Period : **December 2008 to 30 December 2011**

Position : **Special Adviser to the Minister of CoGTA**

Key Responsibilities :

■ To Advise the Minister on the exercise or performance of the his/her powers and duties;

■ To manage and resolve boundary Provincial and Municipal disputes boundaries involving Moutse, Matatiele, Ba Ga Mothibi, Balfour and other boundary issues including the implementation of Cabinet decisions on these issues;

■ To promote the relationship between the Minister's office and political party(s) and other stakeholders;

■ To provide policy advice and support to the Minister on 2010 World Cup matters and serve in the co-ordinating committee and provide necessary direction to stake holders;

■ To facilitate the investigation of corrupt activities in the Local Government including engaging law enforcement agencies;

- To advise the Minister on development projects, e.g. Mthatha revitalization and Pondoland;
- To develop, implement and monitor the restructuring of Cog and establishment of DTA;
- To provide the Minister with advice on the oversight role over the associated institutions;
- To serve on structures which fall within the registered scope of the Minister e.g. Nedlac, L&G technical Committee, CRATA;
- To brief counsels representing the Ministry in litigations and provide necessary substantive advice where necessary (in particular the Constitutional Court boundary cases); and
- Oversaw the development and promulgation of the Local Government: System Amendment Act, 2011.

Name of Organisation : **South African Broadcasting Authority ["SABC"]**

Period : **May 2006 to November 2008**

Position : **General Manager: Group Employee Relations**

Key Responsibilities :

- To develop, implement and maintain employee relations strategy in line with SABC goals;
- To develop and maintain constructive and effective stakeholder relations;
- To capacity build all stakeholders involved in employee relations;
- To facilitate the management of discipline, grievances, performance, conflict, collective bargaining and dispute resolution;
- To provide guidance on operational policies and practices relating to business systems, processes and human resources;
- To guide, manage, motivate and develop the employee relations Team comprised of six staff members;
- To establish integrated approach to employee relations at to the SABC including employee wellness;
- To develop the Disability Management Strategy, policy and plan for SABC;
- To develop Sexual harassment policy and ensure proper implementation of the policy thereof;

- To develop and implement Independent Contractors Dispensation (Freelancers) for the SABC; and
- To develop Diversity Management Strategy, including the formation of EE Forum and also implement and manage gender strategy.

Name of Organisation : **City of Cape Town Metropolitan Council**

Period : **June 2005 to April 2006**

Position : **Director: Collective Engagement (Chief Negotiator for the City)**

- Key Responsibilities** :
- To develop, implement, review and maintain an overall collective engagement strategy of the City of Cape Town;
 - To interface with organised labour and represent the City of Cape Town in dispute hearings;
 - To represent the City of Cape Town at the local collective bargaining forums as a Chief Negotiator and at SALGA as a member of the national negotiating team;
 - To advise both the Mayor and City Manager on strategic collective engagement matters;
 - To develop, implement and maintain transformation and restructuring strategies for the City of Cape Town; and
 - To provide advice and policy support on employee relations issues to line departments.

Name of Organisation : **Department of Public Service and Administration**

Period : **July 2004 to May 2005**

Position : **Manager: Negotiations (Representing state as Employer in Public Service)**

- Key Responsibilities** :
- To advise the Minister for Public Service and Administration on LR matters in General Public Service Sector (incl. National & Provincial Administration);
 - To oversee the transformation and Restructuring of the Public Service;
 - To improve the Labour relations systems and structures;
 - To lead the government negotiating team during substantive negotiations at the Public Service Co-ordinating Bargaining Council and sector bargaining councils;

- To manage disputes lodged against State as employer;
- To represent the State as Employer in the Labour Relations;
- To oversee and ensure proper functioning of the collective bargaining forums;
- To represent the State as a member of NEDLAC Labour Market Chamber and CCMA Governing Body; and
- To sit as an adhoc member of the Technical Team on Integrated Public Sector project (It involved SALGA, DPSA, DPLG & NT).

Name of Organisation : **Intelligence Services Council on Conditions of Service (ISC)**

Period : **December 2002 to June 2004**

Position : **Human Resource and Remuneration Specialist**

- Key Responsibilities** :
- To conduct research on human resource and remuneration best practice;
 - To develop and maintain human resource and remuneration policy strategies (pay policy, expenditure review framework);
 - To review policy on human resource related matters;
 - To draft concept papers for the Council, e.g. service level agreements and memorandum of understanding;
 - To advise the Minister on determination of conditions of service and remuneration and Labour Relations Frameworks;
 - To develop consultation and mandating frameworks for the Intelligence Services;
 - To oversee transformation and organisation design for Civilian Intelligence Services; and
 - To oversee marketing and communication strategy for the Council.

Name of the Organisation : **Department of Public Service and Administration**

Period : **April 1998 to November 2002**

Position: **Deputy Director - Remuneration Policy**

- Key Responsibilities** :
- To develop costing models and monitor the impact of same in the Public Service;

- To develop systems to guide departments on appropriate remuneration dispensation, e.g. code of remuneration;
- To participate in the collective bargaining processes facilitated by the PSBC;
- To analyse collective bargaining wage increase demands from the public sector unions and advising the government negotiating team on cost and policy implications of their counter offers;
- To develop policy guideline on Foreign Service dispensation for members posted abroad;
- To serve as member of the team representing the State as employer in the wage negotiations;
- To conduct research and benchmarks on new pay practices and advice the government accordingly; and
- To develop, maintain and implement pay policy strategies for stakeholders, as requested by the State negotiator.

Name of the Organisation : **National Public Servants Association**

Position : **Acting General Manager/National Organiser**

Key Responsibilities : **November 1995 to March 1998**

- To oversee Day- to- day running of the Association;
- To negotiate members' conditions of employment at the PSBC level and company level;
- To represent 'members at the then Industrial Court, CCMA and Labour Court; and
- To participate in public service task teams on conditions of employment.

OTHER PROJECTS

Research Project : A research on Impact of Labour Relation Act 55 of 1995 on Public Service Labour Relations working together with CASE [1998].

Research Project : A research on collective bargaining structures in the Public Service with Jeremy Baskin. [1999].

Research Project : DPSC change management project with Anderson Consulting [2000].

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| Research Project | : | National Skills Audit in the Public Service as National Secretary of the Skills Audit Committee [1998]. |
| Special Project | : | <p>Comparative Study: local Government & Public Service - "Single Public Service" [2001-2002]</p> <p>I was the project leader of a comparative study project on conditions of employment for both the Local Government and the Public Service. The project was commissioned by the Presidential Co-ordinating Council ["PCC"] to investigate the extent of disparities and discrepancies. The outcome report serves as the basis for exploration of possible alignment and/ or approximation of conditions of employment for both local government and public service.</p> |
| Project | : | <p>Establishment of Human Resource Council of SA [2002]</p> <p>I represented the views of the State as the employer when the Human Resource Council of SA ["Council"] was established and contributed in drafting the founding Constitution; and actively engaged on high level HR discussion on issues challenging our Labour Market through the South African Board of Personnel Practice (SABPP).</p> |
| Project | : | <p>Restructuring of the Public Service [2002]</p> <p>I was responsible for implementation of Resolution 7/2002, including the submission of reports to the Minister for Public Service and Administration. Such reports were further referred to the President of the Republic of South Africa. I was responsible for three provinces, such as the Western Cape, KwaZulu-Natal and Mpumalanga. National departments included the Housing, & Energy, Correctional Services, and Defence.</p> |
| Project | : | <p>Restructuring of state assets and Public Service reform.</p> <p>I was seconded as member of joint team established by DSE and DPSA to create interface on the two reform initiatives. The joint team was accountable to the economic Cluster of Cabinet. (2002).</p> |
| Comparative Study 2001-2002 | : | <p>Repositioning RSA Intelligence Services to be at Centre of Government</p> <p>I was an advisor to the project team commissioned by both Minister of Department of Public Service and Administration and Minister for Intelligence Services.</p> |
| Project | : | <p>Establishment of Interception Centres for Intelligence.</p> <p>I served as an adviser to the finance and administration-working group on remuneration and human resource related matters regarding the establishment of the interception centres. [2003].</p> |

Project

: **Transformation of the Ministry for Intelligence Services.**

I was a project leader of this transformation initiative [2003]. The recommendations of the report were presented to the Executive Management Committee for Intelligence for approval and implementation.

Project

: **Disputes on Provincial Demarcations.**

Oversee management of provincial demarcation disputes involving committees of Ba Ga Mothibi, Moutse, Merfong and Matatiele. I led the government team in Matatiele and Moutse Constitutional cases which were won by the State. I also oversaw the movement of Merafong community from North West to Gauteng and was highly involved in parliamentary negotiations for amendment of Legislation and Constitution, within a 3 months period, prior to 2009 National Elections.