

ZIPHORAH MANTSHA BOGATSU

OBJECTIVE

To significantly contribute to organisational growth through implementing strategies that have a measurable, positive impact on productivity, effectiveness and sustainability.

EXPERIENCE

SEDIBENG WATER INTERIM BOARD MEMBER - AUGUST 2020 TO 31 JULY 2022

Served in both the Audit and Risk Committee and the Finance

Committee for Sedibeng Water Board. Appointed Audit and Risk Committee Chairperson in January 2022.

MUNICIPAL MANAGER/ACCOUNTING OFFICER - FRANCES BAARD DISTRICT MUNICIPALITY (1 February 2023 to present) 5-year contract) (Total Duration: from 22 January 2012 to present)

Accountable for the implementation of the municipality's local government objectives as per the Constitution; responsible for the budget and financial management of the district municipality; account for the overall performance of the municipality; and advisor to the municipal Council.

EDUCATION

POTCHEFSTROOM
UNIVERSITY FOR
CHRISTIAN HIGHER
EDUCATION
(NORTH WEST UNIVERSITY)

LLB DEGREE 2000

LOCAL GOVERNMENT
SECTOR EDUCATIONAL
AUTHORITY

NATIONAL CERTIFICATE IN
MUNICIPAL FINANCIAL
MANAGEMENT 2014

SCHOOLING

BAITSHOKI HIGH SCHOOL
MATRICULATION 1994

I have created an environment of clean governance and acceptable internal controls which has enabled the municipality to obtain clean audits for the financial years 2013/14; 2014/15; 2015/16; 2019/2020; 2020/21; 2021/22; 2022/23 and an unqualified audit opinion for the financial years 2017/18 and 2018/19.

I am also the Head of Administration and serve as the Chairperson of the technical structures for intergovernmental relations in the district. In the absence of the district hub, my duties have been to ensure the establishment and functionality of both the technical DDM and the Champions DDM. I ensure the functionality of the oversight role of Council and its committees by establishing an effective system of Council sittings and functionality. My duties have remained the same since January 2012, however the nature of my contract has changed as highlighted below:

- **MUNICIPAL MANAGER/ACCOUNTING OFFICER**
(10 November 2022 to 31 January 2023) Month to Month contract
- **MUNICIPAL MANAGER/ACCOUNTING OFFICER**
(1 May 2018 to 9 November 2022) 5-year contract
- **MUNICIPAL MANAGER/ACCOUNTING OFFICER**
(4 August 2017 to 30 April 2018) Month to Month contract
- **MUNICIPAL MANAGER/ACCOUNTING OFFICER**
(1 November 2012 to 03 August 2017) 5-year contract
- **ACTING MUNICIPAL MANAGER**
(22 January 2012 to 30 October 2012)

DIRECTOR: LEGAL SERVICES - DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS, NORTHERN CAPE
(December 2006 to September 2012)

Provided and ensured an effective legal advisory service to the MEC, HOD, the Department and Municipalities in the Province. Drafted Provincial notices, legislation and contracts. Oversaw contract and

litigation management for and on behalf of the Department. Provided labour relations support services to the Department to ensure sound employment relations in the workplace. Provided strategic leadership to the Directorate and managed the budget. Ensured the compilation and implementation of both strategic and operational plans of the Directorate.

DEPUTY DIRECTOR: LEGAL SERVICES - DEPARTMENT OF HOUSING AND LOCAL GOVERNMENT, NORTHERN CAPE PROVINCE

(February 2006 to November 2006)

Provided legal opinions and advice to the MEC, HOD, the Department and Municipalities in the Province. Drafted Provincial notices, legislation and contracts. Performed contract management duties. Consulted with the Chief State Law Advisor and the State Attorney for effective litigation for and on behalf of the Department. Managed staff and provided labour relations services to the Department to ensure sound employment relations in the workplace.

ASSISTANT DIRECTOR: CONSTITUTIONAL & LEGAL MATTERS - DEPARTMENT OF DEVELOPMENTAL LOCAL GOVERNMENT AND HOUSING, NORTH WEST PROVINCE

(February 2004 to January 2006)

Provided legal opinions to the MEC, HOD, the Department and Municipalities in the North West Province. Assisted all line function Chief Directorates with interpretation of statutes to enable them to comply with various legislation and policies. Drafted legal documents such as tender documents, section 12 notices, and legislation applicable to the Department, contracts and policies. Managed the strategic planning process of the Directorate. Ensured effective litigation management for the Department, assisted and consulted with the office of the State Attorney for litigation matters. Managed staff and functioned as Budget officer for the Directorate.

ASSISTANT DIRECTOR: POLICING PRIORITIES - DEPARTMENT OF SAFETY AND LIAISON; NORTH WEST PROVINCE

(October 2003 to January 2004)

Monitored and evaluated the work of the South African Police Services (SAPS). Managed complaints lodged by members of the public against SAPS and compiled reports on complaints, resolution and crime analysis. Assisted SAPS to develop Provincial policing priorities. Managed staff members.

CANDIDATE ATTORNEY - POTCHEFSTROOM JUSTICE CENTRE, NORTH WEST PROVINCE

(January 2001 to September 2003)

Provided legal advice to clients on both criminal and civil matters. Conduct both criminal and civil proceedings in the district and regional courts. Drafted legal pleadings for court processes.

PERSONAL PROFILE

I am a highly skilled, initiative-taking attorney with a range of expertise and vast experience in public administration, finance and project management. I have a strong ability to work both independently and as part of a team. I possess proven leadership skills having managed, developed and motivated staff to action tasks and achieve the objectives of the organisation. I have acute analytical and problemsolving skills and dedicated to maintaining consistent, high-quality standards. I have an ability to work under pressure and I am both target and timeline driven.

My preference of a practical, democratic management style enables me to excel at a senior management level, thereby foster an open door policy environment. I possesses outstanding interpersonal skills and a tolerant person who relates well with people from diverse backgrounds.

KEY SKILLS & ABILITIES

- Sound Financial Management
- Accurate Budgeting and Planning
- Advanced Research
- Expert Legal Drafting
- Problem Solving
- Strong Leadership Development
- Negotiating
- Motivating
- Project Management
- Staff & Conduct Management
- Computer literacy (Microsoft)

CERTIFICATES & TRAINING

- Legislative Drafting
- Legal Writing
- Financial Management
- Labour Relations and Effective Discipline
- Municipal Finance
- Khaedu Training for Senior Managers
- Executive Management Course for Women: GIBS
- Completed the Nyukela programme for senior managers

REFERENCES

Ms. Mapatane Kgomo - Deputy Director General: Infrastructure Delivery Management Support - MISA

Contact:

Cllr Keamogetse Mothibi: Speaker Frances Baard Municipality

Contact:

Manager: Magareng Local

Contact:

Ms Ellen Moncho – Former Municipal Municipality

CURRICULUM VITAE

1. Personal Details:

Full Names	LIFA		
ID No			
Tel No	Home	N/A	
	Work		
	Cellular		
	EMAIL		
Please indicate with X (for EE purposes)	African	Coloured	Indian
	Male		Female
Home Address			
Business Address			
Citizenship	SOUTH AFRICAN		
Marital Status	SINGLE		
Dependents			
Home Language	ISIXHOSA		
Proficiency in other languages?	ENGLISH AND AFRIKAANS		

2. Qualifications :

<i>Highest standard, Diploma(s), Degree(s), Course(s), obtained/passed/attended :</i>	<i>Year obtained</i>	<i>Institution</i>
LLB	2008	UNIVERSITY OF THE WESTERN CAPE
MATRIC	2002	SEA POINT HIGH SCHOOL
MAJOR COURSES: CRIMINAL LAW ; ADVANCED CRIMINAL LAW ; LAW OF EVIDENCE ; INTERPRETATION OF STATUTES		

<ul style="list-style-type: none"> : CRIMINAL PROCEDURE : ENVIRONMENTAL LAW : SOUTH AFRICAN BILL OF RIGHTS : PUBLIC INTERNATIONAL LAW : EUROPEAN COMMUNITY LAW : LAW OF UNJUSTIFIED ENRICHMENTS : INTERLECTUAL PROPERTY LAW : ADVANCED FAMILY LAW 		
ADMITTED ADVOCATE OF THE HIGH COURT OF SOUTH AFRICA. (REQUESTED TO BE REMOVED OF OWN ACCORD)	(2009-2014)	
ADMITTED ADVOCATE OF THE HIGH COURT OF SOUTH AFRICA. (I.T.O SECTION 32(1) LPA, DULY CONVERTED)	(2017-2020)	
ADMITTED ATTORNEY ADMITTED CONVEYANCER OF THE HIGH COURT	2020 2020	
Driver's license : (Indicate with X)	YES NO	Code ____
Computer literate : (Indicate with X)	YES NO	
Specify Computer Programmes : MS WORD, EXCEL, INTERNET AND MS OUTLOOK		

3. Previous employer(s):

Company	Period employed	Job Title	Main responsibilities
SOUTH AFRICAN HUMAN RIGHTS COMMISSION	02/02/2009-31/01/2010	LEGAL INVESTIGATOR	INVESTIGATION OF HUMAN RIGHTS VIOLATIONS
NATIONAL PROSECUTING AUTHORITY	01/02/2010-31/09/2010	ASPIRANT TRAINEE PROSECUTOR	ATTENDED PROSECUTORIAL COURSE OF INTRODUCTION TO PROSECUTION. STUDY CASE DOCKET. DECIDE ON THE INSTITUTION OF AND CONDUCT CRIMINAL PROCEEDINGS. DRAFT CHARGE SHEETS AND OTHER DOCUMENTS AND REPRESENT THE STATE IN DISTRICT COURT. PERFORM ALL DUTIES RELATED THERETO IN ACCORDANCE WITH CODE OF CONDUCT, POLICY AND DIRECTIVES OF THE NPA.

NATIONAL PROSECUTING AUTHORITY	01/10/2010-14/09/2014	PUBLIC PROSECUTOR C4 (RESIGNED)	STUDY CASE DOCKET. DECIDE ON THE INSTITUTION OF AND CONDUCT CRIMINAL PROCEEDINGS. DRAFT CHARGE SHEETS AND OTHER DOCUMENTS AND REPRESENT THE STATE IN DISTRICT COURT. PERFORM ALL DUTIES RELATED THERETO IN ACCORDANCE WITH CODE OF CONDUCT, POLICY AND DIRECTIVES OF THE NPA.
DUNGA, MQELA ATTORNEYS	1/10/2014-30/04/2017	CANDIDATE ATTORNEY	ARTICLE OF CLERKSHIP WITH RIGHT OF APPEARANCE IN THE REGIONAL COURT, LITIGATION IN CRIMINAL MATTERS BOTH IN MAGISTRATE AND REGIONAL COURT
PRIVATE CRIMINAL LITIGATION	2017-2020	INDEPENDANT ADVOCATE	CRIMINAL LITIGATION, MAGISTRATES COURT, REGIONAL COURT, HIGH COURT
NATIONAL PROSECUTING AUTHORITY	01/04/2020-30/03/2021	REGIONAL COURT PROSECUTOR	STUDY CASE DOCKETS, DECIDE ON INSTITUTION OF AND CONDUCT CRIMINAL PROCEEDINGS. DRAFTING OF CHARGE SHEETS, OTHER DOCUMENTS AND REPRESENTING THE STATE IN REGIONAL COURT, PERFORMED GENERAL ADMINISTRATIVE OFFICE DUTIES. PROMOTING PARTNER INTERGRATION, COMMUNITY INVOLVEMENT AND CUSTOMER SATISFACTION IN CONJUNCTION WITH PARTNERS IN THE CRIMINAL JUSTICE SYSTEM.
NATIONAL PROSECUTING AUTHORITY	2021-2022	SENIOR STATE ADVOCATE (3 YEAR CONTRACT)	DPCI, PROSECUTORIAL GUIDED INVESTIGATION OF TRUTH AND RECONCILIATION COMMISSION (TRC) RELATED MATTERS AND CRIMES AGAINST THE STATES OFFENCES. (CATS)

4. Current employer:

Company	Period employed	Job Title	Main responsibilities
NPA	01 APRIL 2022 PERMANENT	STATE ADVOCATE (GENERAL/ORGANISED CRIME COMPONENT)	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and carry out the duties and functions assigned ,study case docket, To ensure criminal and civil litigation compliance with requirements legally imposed upon State. Attached to Organised Crime Component and currently seconded to the TRC project.

5. Relevant experience :

(i) Criminal litigation in District Court :

Office	Period :	Indicate (with X) the type of cases litigated :			
		Traffic	Maintenance	General district	Specialised (Specify)
ATHLONE MAGISTRATE COURT	FEBRUARY 2010- SEPTEMBER 2010			X	ASPIRANT PROSECUTOR
VREDENDAL MAGISTRATE COURT	OCTOBER 2010- FEBRUARY 2014	X	X	X	DISTRICT COURT PROSECUTOR
BELLVILLE MAGISTRATE COURT	MARCH 2014 – SEPTEMBER 2014		X	X	DISTRICT COURT PROSECUTOR

(ii) Criminal litigation in Regional Court :

Office	Period :	Indicate general or specialised court (eg Sexual Offences Court)
PRACTISING ADVOCATE OF THE HIGHCOURT	MAY 2017- MARCH 2020 (MEMBER OF THE LEGAL PRACTICE COUNCIL)	DEFENCE ADVOCATE IN CRIMINAL LITIGATION LITIGATED CRIMINAL TRIALS RANGING FROM FRAUD,MURDER,ROBBERY AGGRIVATED,POSSESSION OF F/ARM,CORRUPTION,RAPE ETC, RELATED MATTERS.

(iii) Criminal litigation in High Court :

Division	Period :	Indicate (with X) the type of cases litigated :			
		Trials	Appeals	Min. Sentences	INQUEST (REOPENED)

WESTERN CAPE HIGH COURT	2017-2024		X		
WESTERN CAPE HIGH COURT	2021-2024	X	X	X	X

(iv) Practical experience:

Conducted Criminal trials on behalf of the State in the Western Cape High Court, prosecuting gang related charges i.t.o POCA.

Involved and conducting reopened inquest i.t.o section 17A of inquest Act at the High Court.

Involved in DPCI/Prosecutorial guided investigation to syndicates matters of abalone, drugs and firearm related matters with view of identifying money laundering and racketeering charges.

(v) Managerial experience :

Office	Period :	Indicate Job Title and main responsibilities :
PRIVATE PRACTICE	2017-2020	MANAGED OWN PRIVATE PRACTICE, registered a law firm and was responsible for file and bookkeeping thereof for purposes of legal compliance.

(vi) Training / Mentoring experience:

Office	Period :	Provide details of training/mentoring presented/given :

6. References :

Name	Company	Contact No(s)
ADV. S RILEY	NPA (DEPUTY DIRECTOR)	
MR. VL. KETYE	NPA (SENIOR PUBLIC PROSECUTOR)	
MR. D GUZA	NPA (SPP)- MENTOR	

7. Name of previous and current immediate supervisors:

Name	Company	Contact No(s)
ADV S RILEY	NPA DDPP	

MR. H MARQUAD	NPA REGIONAL CONTROL PROSECUTOR (BLUEDOWNSCOURT)	
MRS. S POOLE	NPA, SPP (PAROW REGIONAL COURT)	
MR. AV MQELA	MQELA ATTORNEYS	