

### **GENERAL SUMMARY**

I am a **Business Executive** with **extensive experience** in **Human Resources and Organisational Development** as well as facilitating sustainable transformation at **industry, corporate, and SMME level**. My experience base spans **strategy development, policy development and implementation processes** in **human resources, organizational design and transformation** across various industries, companies and organisations. **I build strong Human Resource teams** that are **customer focused**, deliver on **corporate strategies** and build **competent, skilled and committed staff**

I have strong **tertiary institution, business school, research council and public sector and donor funding experience**. This covers experience as **lecturer and educator**, including more than **20 years of experience at secondary and tertiary education institutions**. I have a strong focus on good **corporate governance**, including **sound budget and financial management controls**.

### **EDUCATION SUMMARY**

- MBA (Specialisation in HR: Leadership & Management)
- Hons. B. (Business and Administration) (Specialisation in HR)
- Diploma in Business Administration
- M. Ed
- B. Ed
- B.A.

Professional registration:

- Accredited Training Service Provider NVC Level 2 (SSETA)
- Skills Development Facilitator
- Facilitator & Assessor: (Automatic registration due to Educator Background)

### **JOB SUMMARY**

- **Executive Management:**
  - **Executive Director Human Resources & Organisational Development (SA Medical Research Council)**
  - **Director: MB2 Institute for Development**
  - **Division Manager: Human Resources & Organisational Development (SA Medical Research Council)**
- **Board membership:**
  - **Chairperson: Board Committee on Transformation (BEST med)**
  - **Chairperson: Board of Trustees (MRC Pension Fund)**
  - **Chairperson: Board of Trustees (MRC Medical Aid Prefunding Fund)**
  - **Member: Board Committee for Pension fund (BEST med)**
  - **Board Secretariat: Medical Research Council**

- **Industry Associations:**

- **CEO: (South African Auto Repairer & Salvage Association: Sect 21 Company)**
- **CEO: (Driver & Vehicle Information Processor Pty Ltd)**
- **Ex-Member:** Enterprise Development Committee (South African Insurance Industry Association)
- **Ex-Member:** MITF Committee of National Department of Trade and Industry

**WORK HISTORY**

**MB2 INSTITUTE FOR DEVELOPMENT**

**CEO:**

- **August 2005- present** **(Full-time)**
- **Responsibilities:**
  - Overall business management and leadership
  - Strategy development and implementation
  - Corporate Governance Oversight
  - Human Resource & Financial Management
  - Marketing
  - Sales
  - Representing Company at:
    - Cape Town Regional Chamber of Commerce (Small Business Development Portfolio Committee)
  - Network formation (all relevant government departments, e.g. SEDA)
  - Funder relationships
  - Client relationships
  - Key role in building of Industry Partnerships & Relationships
- **Reason for Leaving:** Present employment

**SOUTH AFRICAN AUTO REPAIRER & SALVAGE ASSOCIATION**

**CHIEF EXECUTIVE OFFICER:**

- **August 2006- February 2008** **(Part-time)**
- **Responsibilities:**
  - Corporate governance oversight
  - Strategy development and implementation
  - Representing Association at the National Department of Trade & Industry
  - Representing Association at the South African Insurers Association (SAIA: Transformation Committee)
  - Network formation
  - Funder relationships
  - Developed **National Enterprise Development Strategy**, including:
    - Negotiated R7.5m Enterprise Development Funding for SMME initiative

- Established partnerships for Business Development Services (SEDA, US-AID, French Development Agency)
- Designed MoU with FET College for specific training for SMME's
- Implemented Enterprise Development Project in Western Cape (20 SMME's)
- Quality Control & Oversight for SMME Business Plan writing
- Member of National Department of Trade and Industry's MITF initiative
- **Preferential Procurement:**
  - Member of FSC Enterprise Development Committee of SAIA (South African Insurers Association)
  - Establishing Business Linkages with Insurance Industry, various Parastatals & Government Departments
  - Negotiating Preferential Procurement initiatives aligned with B-BBEE Scorecard
  - Negotiating Preferential Procurement initiatives aligned with Financial Services Charter
- **Reason for Leaving:** This was a Part-time position at a Section 21 Company. I resigned to focus my full attention on my position as CEO at MB2 Institute for Development.

### **SOUTH AFRICAN MEDICAL RESEARCH COUNCIL**

#### **EXECUTIVE DIRECTOR HUMAN RESOURCES & OD:**

- **August 2000 to July 2005** **(Full-time)**
- **Responsibilities:**
- **Corporate governance oversight**
  - Strategy development and implementation
  - **Organisational Development & Human Resource Management:**
    - **Human Resources Strategic Plans and Budgets**
    - **Annual Strategic and Operational Plans**
    - **Leadership in a team of Senior HR specialists**
    - **HR and Payroll Technical platforms**
    - **Web-based HR Information Technology system**
    - **Performance Management Systems**
    - **Post-retirement liability strategies** (leading to multi-million rand savings annually)
    - **Influencing Corporate culture**
    - **Business Process re-engineering** to align **HR strategies** with Key Business initiatives to ensure profitability and competitiveness.
    - **Introducing a Balance Scorecard Systems and Business Key Performance Indicator Systems** (Executive Management team)
    - **Implementation of a new Value System** aligned with new SA realities, through **employee participation (at levels of more than 95%)**
- Led Executive Management Committee for Strategic Planning
- Introduced Corporate Evaluation Methodologies, e.g. **Balanced Scorecard & KPI's**
- Designed **post-retirement medical aid strategies** which lead to **multi-million rand savings.**
- **Reason for Leaving:** The 60 month contract position came to an end. I then started MB2 Institute for development, an HR and management consultancy business.

## **BOARD SECRETARIAT:**

- **August 2000 to July 2005** (Full-time)
- **Responsibilities:**
  - Strategic & tactical role in corporate governance
  - Administrative management of Board
  - Leadership in Legal Office
  - Developed & delivered Board Reports on Company and Industry EE Profiles
- **Reason for Leaving:** This job was associated with the 60 month contract at SA MRC.

## **DIVISION MANAGER HUMAN RESOURCES & OD:**

- **October 1998 to July 2000** (Full-time)
- **Responsibilities:**
  - **Skills Development strategies**, including Executive leadership development, to deliver competent, skilled and committed staff
  - Corporate and Industry **HIV-AIDS policies and procedures**
  - Introducing **benchmark initiatives** in areas of **EE & BEE**, leading to the business becoming an employer of choice
  - **Employee benefits strategies** developed and managed
  - Designed **Organisational Development Strategies, Policies & Processes**
  - Implementing **Accelerated Development Programmes** for high performance individuals
  - Introduced new **Compensation Strategy** linked to Competency-based Performance Management System
  - Successfully drove **organizational planning and development** through building a **client-focused senior HR team**.
  - Developed **industry- wide EE-initiatives** on behalf of Science Councils
  - Aligned EE strategies & initiatives with Organisational KPI's and Targets
  - Established EE Forums & Skills Development Committees
  - Targeted, Appointed & Mentored Accelerated Development Candidates (Management & Executive levels)
  - Aligned supply-chain requirements with B-BBEE compliance requirements
  - Developed early recording mechanisms for B-BBEE spend by corporate support divisions
  - Reporting on B-BBEE status of supplier base
- **Reason for Leaving:** Appointed to the position of Executive Director: HR & OD at the SA MRC

## ***BESTMED MEDICAL AID FUND***

- **BOARD member:** (2000 – 2006)
- **Responsibilities:**
  - Corporate Governance Oversight
  - Exercising Fiduciary duties as board Member
- **Chairperson:** Transformation Committee of Board
  - Development of Business Transformation Strategies
  - Development of B-BBEE and Employment Equity Strategies

- Member of the Pension Fund Committee of Board
- **Reason for Leaving:** Term of Office as board member came to an end.

### **GRADUATE SCHOOL OF BUSINESS: University of Stellenbosch**

- **LECTURER:** (2004-2005: Part-time)
  - **Responsibilities:**
    - Lectured on the Senior Management Programme: People Management and HR/OD Module
  - **Reason for Leaving:** This was a part-time appointment as lecturer at the University of Stellenbosch Business School on selected Senior Management Programmes.

### **B & MW TRANSPORT**

- **OWNER / MANAGER** (1994-1996: Part-time)
- **Responsibilities:**
  - Overall business management and leadership
  - Financial Management
  - Marketing
  - Sales
  - Network building
  - Client relationships
  - Key role in building of Industry Partnerships & Relationships
- **Reason for Leaving:** The existing contractual agreements expired and it led to the closure of the business. This was a part-time business.

### **TERTIARY AND HIGHER EDUCATION SECTOR**

- **LECTURER:** (1988-1996 Full-time employment)
  - **Colleges of Education:**
    - **Hewat College of Education:** (1994-1996)
      - **Responsibilities:**
        - Lecturer in Education, Geography and Didactics
        - Mentoring to students
        - Leadership in Educational practice
      - **Reason for Leaving:** Resignation to do MBA on a full-time basis

- **Wesley College of Education:** (1990-1994)
  - **Responsibilities:**
    - Lecturer in Geography and Teaching Didactics
    - Mentoring to students
    - Leadership in Educational practice
  - **Reason for Leaving:** College closed due to being amalgamated with Hewat College of Education
- **Zonnebloem College of Education:** (January 1989 to December 1989)
  - **Responsibilities:**
    - Lecturer in Geography and Teaching Didactics
    - Mentoring to students
    - Leadership in Educational practice
  - **Reason for Leaving:** College closed due to being amalgamated with Wesley College of Education
- **Roggebaai College of Education:** (January 1988 to December 1988)
  - **Responsibilities:**
    - Lecturer in Education and Teaching Didactics
    - Mentoring to students
    - Leadership in Educational practice
  - **Reason for Leaving:** Promoted to full-time lecturing position at Zonnebloem College of Education
- **EDUCATOR:** (1978-1987 Full-time employment)
  - **Bellville South Senior Secondary School**
    - **Responsibilities:**
      - Educator in Biblical Studies & Geography
      - Head of biblical Studies Department
      - Leadership to learners in sport
      - Leadership in Educational practice
    - **Reason for Leaving:** Promoted to lecturing position at Roggebaai College of Education



## QUALIFICATIONS HISTORY

- **University of Stellenbosch: Graduate School of Business**
  - MBA (2002, Part-time)
  - Hons B (Business & Administration) (1997, Full-time)
- **Damelin Management College**
  - Diploma in Business Administration (1995 Part-time)
- **University of the Western Cape:**
  - M. Ed. (1991, Part-time)
  - B. Ed. (1980, Part-time)
  - B.A. (1974 – 1977, Full-time)
  - Secondary Teachers Diploma (1977, Full-time)
- **Spes Bona Senior Secondary School, Athlone, Cape Town**
  - *Matric* (1973, Full-time)

### SPECIAL RECOGNITION AWARDS

UNIVERSITY of the WESTERN CAPE: (2012)  
**OUTSTANDING CONTRIBUTION to CONVOCATION**  
UWC ALUMNI CLUB 99 MEMBER

STELLENBOSCH BURSARY:  
**OUTSTANDING ACADEMIC ACHIEVEMENTS IN MBA**  
GRADUATE SCHOOL OF BUSINESS, UNIVERSITY OF STELLENBOSCH.

**INSTRUMENTAL ENRICHMENT DIPLOMA**  
(INTERNATIONALLY RECOGNISED DIPLOMA IN THE TEACHING AND FACILITATION OF  
PROBLEM SOLVING SKILLS)