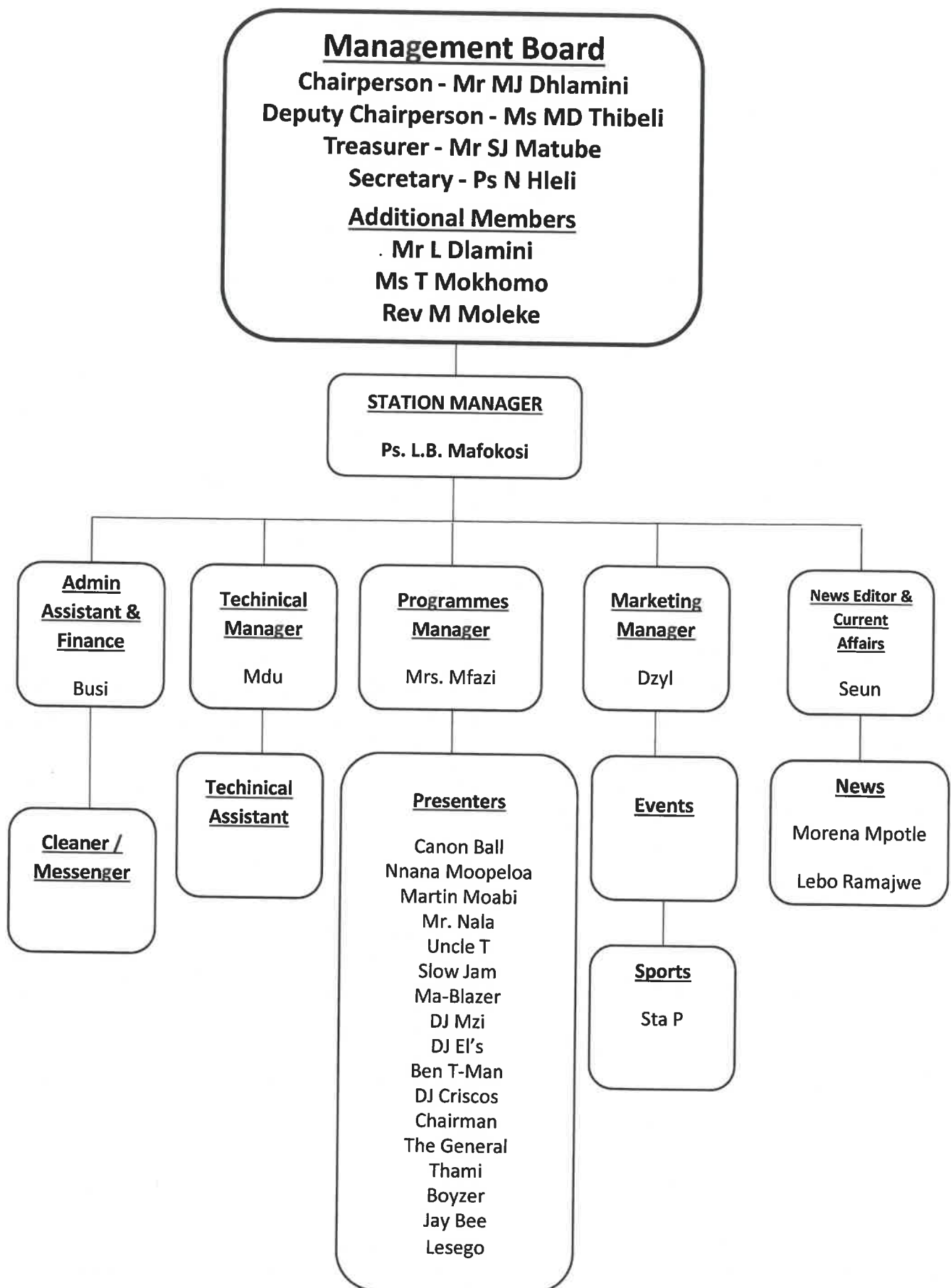


APPENDICES

1. **Appendix 5** - Mozolo Revival FM Organogram
2. **Appendix 12.1** - Estimated Capital Expenditure
3. **Appendix 12.2** - Three (3) Years Projected Operating Expenditure
4. **Appendix 13** - Financial Information: Projected Revenue
5. **Appendix 14** - Confirmation of Bank Account

MOZOLO REVIVAL FM ORGANOGRAM



ESTIMATED CAPITAL EXPENDITURE

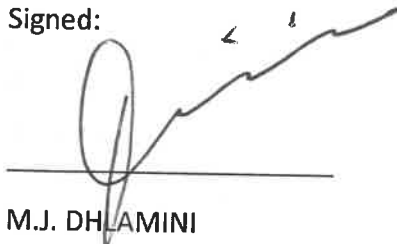
Mozolo Revival FM is the community radio station that rises out of the ashes of the defunct Mozolo FM which was closed down and its license withdrawn by ICASA as a result of non-compliance. Mozolo Revival FM is a new, totally separate and independent legal entity with the new Station Manager and Management Board, and does not have any link or connection whatsoever with the former Mozolo FM. The continued use of the title "Mozolo" is because it is the "lingo-franca" name for Kroonstad, and the community is sentimentally attached to the name, hence the request for the name to be still utilized.

The estimated capital expenditure to be presented in this document is informed by the fact that when the station was closed down, it owed more than R64.000 rental to the land lord, and as a result, the land lord decided to attach all the equipment inside the building and sell it to recoup his financial loss, and he handed the matter over to his legal adviser. Considering the value of the studios in the building, which might be lost in the process, we thought about ways and means of salvaging them and decided to approach the land lord to negotiate the possibility of purchasing the property.

He agreed, and priced the property at One Million rand (R1.000.000). The studios inside the property are worth around One Million and Five Hundred Thousand rand (R1.500.000), and that is the property of MDDA. It therefore, makes business sense to rather purchase the property which is already equipped with the studios, unlike fighting legal battle with the land lord, which might be lost since the studios are mounted inside the building, and by law the equipment mounted to the building cannot be removed when the property is evacuated.

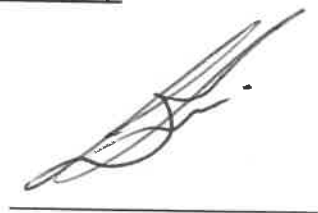
Considering all the above-mentioned information, the proposed capital expenditure is estimated at One Million and Two Hundred Thousand rand (R1.200.000), in order to meet the transfer costs and the revamping, renovation and upgrading of the property and equipment for the new radio station. We therefore, hereby humbly request MDDA to assist us with the capital expenditure of **One Million and Two Hundred Thousand rand (R1.200.000).**

Signed:



M.J. DHLAMINI

CHAIRPERSON



L.B. MAFOKOSI

STATION MANAGER

PROJECTED OPERATING EXPENDITURE – YEAR ONE (1)

ITEM NAME	MONTHLY COSTS	ANNUAL COSTS
Admin Costs:		
Rent	R 8,500	R102,000
Water & Electricity	R 3,000	R 36,000
Stationery	R 500	R 6,000
Internet	R 3,500	R 42,000
Wi-Fi	R 500	R 6,000
Postage	R 500	R 6,000
Insurance	R 1,500	R 18,000
Security	R 500	R 6,000
Legal Fees	R 500	R 6,000
Marketing	R 10,000	R120,000
Bank Charges	R 750	R 9,000
Contingency	R 1,000	R 12,000
Hospitality	R 1,000	R 12,000
Vehicle Expenses	R 2,500	R 30,000
Total	R 34,250	R411,000
		R411,000
Studio Operating Costs:		
Software License	R 400	R 4,800
Samro (Music)	R 250	R 3,000
Station Monitoring	R 500	R 6,000
Sentech	R20,000	R240,000
Total	R21,150	R253,800
		R253,800
Human Resource Costs:		
Station Manager	R20,000	R240,000
Programmes Manager	R12,000	R144,000
Technical Manager	R10,000	R120,000
Marketing Manager	R10,000	R120,000
Admin & Finance	R 8,000	R 96,000
News Editor & Current Affairs	R 8,000	R 96,000
Presenters (20)	R3,000(x20)R60,000	R720,000
Cleaner/Messenger	R 2,400	R 28,800
Total	R130,400	R1 564,800
Bonuses	R130,400	R 130,400
TOTALS		R1 695,200
		R1 695,200
GRAND TOTAL		R2 360,000

55.

PROJECTED OPERATING EXPENDITURE: YEAR TWO (2)

ITEM NAME	MONTHLY COSTS	ANNUAL COSTS
Admin Costs:		
Rent	R 9,350	R112,200
Water & Electricity	R 3,300	R 39,600
Stationery	R 550	R 6,600
Internet	R 3,850	R 46,200
Wi-Fi	R 550	R 6,600
Postage	R 550	R 6,600
Insurance	R 1,650	R 19,800
Security	R 550	R 6,600
Legal Fees	R 550	R 6,600
Marketing	R11,000	R132,000
Bank Charges	R 825	R 9,900
Contingency	R 1,100	R 13,200
Hospitality	R 1,100	R 13,200
Vehicle Expenses	R 2,750	R 33,000
Total	R37,675	R452,100
		R 452,100
Studio Operating Costs:		
Software License	R 440	R 5,280
Samro (Music)	R 275	R 3,300
Station Monitoring	R 550	R 6,600
Sentech	R22,000	R264,000
Total	R23,265	R279,180
		R 279,180
Human Resource Costs:		
Station Manager	R 22,000	R 264,000
Programmes Manager	R 13,200	R 158,400
Technical Manager	R 11,000	R 132,000
Marketing Manager	R 11,000	R 132,000
Admin & Finance	R 8,800	R 105,600
News Editor & Current Affairs	R 8,800	R 105,600
Presenters (20)	R3,300(x20) R 66,000	R 792,000
Cleaner/Messenger	R 2,640	R 31,680
Total	R143,440	R1 721,280
Bonuses	R143,440	R 143,440
TOTALS		R1 864,720
		R1 864,720
GRAND TOTAL		R2 596,000

PROJECTED OPERATING EXPENDITURE: YEAR THREE (3)

ITEM NAME	MONTHLY COSTS	ANNUAL COSTS
Admin Costs:		
Rent	R 10,285	R123,420
Water & Electricity	R 3,630	R 43,560
Stationery	R 605	R 7,260
Internet	R 4,235	R 50,820
Wi-Fi	R 605	R 7,260
Postage	R 605	R 7,260
Insurance	R 1,815	R 21,780
Security	R 605	R 7,260
Legal Fees	R 605	R 7,260
Marketing	R 12,100	R145,200
Bank Charges	R 907	R 10,884
Contingency	R 1,210	R 14,520
Hospitality	R 1,210	R 14,520
Vehicle Expenses	R 3,025	R 36,300
Total	R 41,443	R497,316
		R 497,316
Studio Operating Costs:		
Software License	R 484	R 5,808
Samro (Music)	R 303	R 3,636
Station Monitoring	R 605	R 7,260
Sentech	R 24,200	R290,400
Total	R 25,592	R307,104
		R 307,104
Human Resource Costs:		
Station Manager	R 24,200	R 290,400
Programmes Manager	R 14,520	R 174,240
Technical Manager	R 12,100	R 145,200
Marketing Manager	R 12,100	R 145,200
Admin & Finance	R 9,680	R 116,160
News Editor & Current Affairs	R 9,680	R 116,160
Presenters (20)	R3,630x(20)R 72,600	R 871,200
Cleaner/Messenger	R 2,904	R 34,848
Total	R157,784	R1 893,408
Bonuses	R157,784	R2 051,192
TOTALS		R2 051,192
GRAND TOTAL		R2 855,612

FINANCIAL INFORMATION**Sources of Revenue for MOZOLO REVIVAL FM
Revenue from Commercials**

Time Slot	Mon – Fri	Time Slot	Saturday	Time Slot	Sunday
05h00-06h55	R25	06h00-07h00	R25	06h00-09h00	R25
07h00-09h00	R135	07h00-09h00	R85	09h00-13h00	R85
09h00-14h00	R145	09h00-14h00	R135	13h00-16h00	R135
14h00-16h00	R45	14h00-16h00	R45	16h00-17h00	R85
16h00-18h00	R135	16h00-18h00	R45	17h00-19h00	R35
18h00-21h00	R45	18h00-21h00	R85	19h00-21h00	R35
21h00-24h00	R35	21h00-24h00	R35	21h00-24h00	R35
24h00-05h00	R35	24h00-06h00	R35	24h00-06h00	R35

6 Commercials per hour = 108 Commercials per day

Possible Income from Commercials Based On Rate Card

DAYS	CALCULATIONS	INCOME
Monday - Friday	R81x22Daysx 108	R192.456
Saturday	R65x 4 Days x 108	R28.808
Sunday	R62x 4Days x 108	R26.674
	Possible Revenue Selling 100% Adverts	R247.938

Projected Possible Income for One (1) Month

Target Sales As % Of Available Ad Time	Total Possible Income From Generic Sales (R)	Total Possible Income From Special Sponsorship Sales (R)	Total Possible Income From Airtime Sales (R)
20	49.464	11.160	60.624
25	61.830	13.950	75.780
30	74.196	16.740	90.936
35	86.562	19.530	106.092
40	98.928	22.320	121.248
45	111.294	25.110	136.404
50	123.660	27.900	151.160
55	136.026	30.690	166.716

60	148.392	33.480	181.872
65	160.758	36.270	197.028
70	173.124	39.060	212.184
75	185.490	41.850	227.330
80	197.856	44.640	242.496
85	210.222	47.430	257.652
90	222.588	50.220	272.808
95	234.954	53.010	287.964
100	247.320	55.800	303.120
	247.938	55.800	303.738

Special Promotions

Monday – Friday: 7 Hours

Days	Calculations	Total Income (R)
Monday - Friday	R300 x 22 Days x 7Ads	R46.200
Saturday - Sunday	R240 x 8 Days x 5 Ads	R9.200
	Possible Revenue Selling Adverts	R55.400

Total Possible Income per Month Selling Adverts at 100% = R303.338

Projected Revenue from Special Sponsorship Sales: Year (1)

Days	Calculations	Total Monthly Income	Total Yearly Income
Monday - Friday	R300x22Days x7 Ads	R46.200	R554.400
Saturday	R240x4Days x 5 Ads	R4.800	R57.600
Sunday	R240x4Daysx 5 Ads	R4.800	R57.600
Total Revenue for 50%		R27.900	R334.800
Total Revenue for 100%		R55.800	R669.600

Projected Business Revenue per Year: Year one (1)

Days	Calculations	Total Monthly Income	Total Yearly Income
Monday - Friday	R95x 22Days x 288 Ads	R601.920	R7 223.040
Saturday	R75 x 4 Days x 288 Ads	R86.400	R1 036.800
Sunday	R70 x 4 Days x 288 Ads	R80.640	R967.680
Total Revenue for 40%		R307.584	R3 691.008
Total Revenue for 60%		R461.376	R5 536.512
Total Revenue for 80%		R615.168	R7 382.016
Total Revenue for 100%		R768.960	R9 227.520

STANDARD BANK KROONSTAD 2020-03-23 05-54-36
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Date 23 March 2020

To Whom It May Concern

Re: Confirmation of Bank account

This letter serves to confirm that the below mentioned customer holds the below Standard Bank account.

Legal entity name	REBIRTH OF KROONSTAD
Name of account holder	
Registration/Identity/Passport number	040498
Account number	10130427592
Account type	BUSINESS CURRENT ACCOUNT
Branch	KROONSTAD
Branch code	055436
Branch code (electronic payments)	051001
SWIFT address	SBZA ZA JJ
Date account opened	23 March 2020

This letter or your reliance on same does not give rise to any obligations or liability on the part of the Bank and/or its officials.

We trust the above meets with your requirements.

Yours sincerely

ELMAR BHAM

MRS

KROONSTAD

0562166120

Disclaimer

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Standard Bank, its employees or agents accept no liability to any part for any loss, damage or costs however arising, whether directly or indirectly arising from any action or decision taken as a result of any person relying on or otherwise using this document or arising from any omission from it.

Standard Bank Centre 1st Floor 5 Simmonds Street Johannesburg 2001 / PO Box 61690 Marshalltown 2107 South Africa
Tel. Switchboard: +27 (0)11 636 9112 Fax +27 (0)11 636 4207 / Name.Surname@standardbank.co.za / standardbank.co.za

The Standard Bank of South Africa Limited (Reg.No. 1962/000738/06) Authorised financial services and registered credit provider (NCRCP15)

Directors: TS Gcabashe (Chairman) L Fuzile¹ (Chief Executive) A Daehnke² MA Erasmus³ G Fraser-Moleketi Hao Hu⁴ GMB Kennealy BP Mabelane JH Maree NNA Matyumza KD Moroka NMC Nyembezi ML Oduor-Otieno⁵ AC Parker ANA Peterside CON⁶ MJD Ruck PD Sullivan⁷ SK Tshabalala⁸ JM Vice Lubin Wang⁹

Company Secretary: Z Stephen 01/01/2020

¹Executive Director ¹British ²Chinese ³Kenyan ⁴Nigerian ⁵Australian ⁶Australian

MOZOLO REVIVAL FM**MANAGEMENT BOARD AND SENIOR MANAGEMENT**

All members of the Management Board together with Senior Management reside in Kroonstad

NAMES	ID NUMBER	NATIONALITY	ADDRESS	POSITION
BOARD MEMBER				
M.J. DHLAMINI	4505275440083	S. AFRICAN	5180 Khiba St. Constantia	CHAIRPERSON
D. THIBELI	8601295494089	S. AFRICAN	44 Celliers St	DEPUTY CHAIR
S.J. MATUBE	5206195684087	S. AFRICAN	16660 Snake Pk	TREASURER
N.C. HLELI	7709225659084	S. AFRICAN	4309 Constantia	SECRETARY
L. DLAMINI	7609066004087	S. AFRICAN	87 SeeisoVile	MEMBER
M.J. MOKHOMO	5806150761083	S. AFRICAN	44 Koller St	MEMBER
M.A. MOLEKE	5106275594083	S. AFRICAN	1370 Gwaarts	MEMBER
MANAGEMENT				
L.B. MAFOKOSI	5701035798089	S. AFRICAN	13 Brummer St	STATION MANAGER
T.D. MFAZI	4902150751082	S. AFRICAN	87 Gwaarts	PROGRAMMES MANAGER
J.B. BULWANA	8911270277080	S. AFRICAN	2189 Phom Loc	ADMIN/FINANCE
M.E. MAZIBUKO	9003205303089	S. AFRICAN	39 Hill St Krd	TECH MANAGER
N.T. DITSHEGO	8601295494089	S. AFRICAN	39B Hill St Krd	MARKETING MANAGER
S.D. TLADI	8608265609083	S. AFRICAN	3293 New Loc	NEWS EDITOR

Signed on behalf of the Management Board and Management



M.J. DHLAMINI
CHAIRPERSON



L.B. MAFOKOSI
STATION MANAGER

MOZOLO REVIVAL FM OWNERSHIP AND DISCLOSURE OF INTEREST BY THE BOARD AND MANAGEMENT

Mozolo Revival FM is the community organization with 100% community ownership. No individual, business, denomination, political party, management board or management have any share in the ownership of the organization. The diagram below indicates a clear disclosure of interest and percentage of ownership of the management board and management.

NAME	PORTFOLIO	HDI STATUS		
BOARD MEMBERS		Gender	% Owned	
	M.J. DHLAMINI	CHAIRPERSON	M	0%
	M.D. THIBELI	DEPUTY-CHAIRPERSON	F	0%
	S.J. MATUBE	TREASURER	M	0%
	N.C. HLELI	SECRETARY	M	0%
	L. DLAMINI	MEMBER	M	0%
	T. MOKHOMO	MEMBER	F	0%
	M. MOLEKE	MEMBER	M	0%
MANAGEMENT				
	L.B. MAFOKOSI	STATION MANAGER	M	0%
	T.D. MFAZI	PROGRAMMES MANAGER	F	0%
	J.B. BULWANA	ADMIN/FINANCE OFFICER	F	0%
	T. DITSHEGO	MARKETING MANAGER	M	0%
	M.E. MAZIBUKO	TECHNICAL MANAGER	M	0%
	S.D. TLALI	NEWS EDITOR/PRODUCER	M	0%

Signed on behalf of the Management Board and Management:


M.J. DHLAMINI (Mr)
CHAIRPERSON


L.B. MAFOKOSI (Ps)
STATION MANAGER

MOZOLO REVIVAL FM OWNERSHIP AND DISCLOSURE OF INTEREST BY THE BOARD AND MANAGEMENT

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	M.D. THIBELI	DEPUTY-CHAIRPERSON	F	0%
	S.J. MATUBE	TREASURER	M	0%
	N.C. HLELI	SECRETARY	M	0%
	L. DLAMINI	MEMBER	M	0%
	T. MOKHOMO	MEMBER	F	0%
M. MOLEKE	MEMBER	M	0%	
MANAGEMENT				
	L.B. MAFOKOSI	STATION MANAGER	M	0%
	T.D. MFAZI	PROGRAMMES MANAGER	F	0%
	J.B. BULWANA	ADMIN/FINANCE OFFICER	F	0%
	T. DITSHEGO	MARKETING MANAGER	M	0%
	M.E. MAZIBUKO	TECHNICAL MANAGER	M	0%
	S.D. TLALI	NEWS EDITOR/PRODUCER	M	0%

Signed on behalf of the Management Board and Management:


M.J. DHLAMINI (Mr)
CHAIRPERSON


L.B. MAFOKOSI (Ps)
STATION MANAGER

RE-BIRTH OF KROONSTAD

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON TUESDAY THE 17TH MARCH 2020
AT LESEDI LIFE TRAINING ACADEMY AT 15H00.

1. OPENING DEVOTION AND PRAYER

The Chairperson opened the meeting with a word of prayer, and welcomed all members present.

2. OPENING OF THE BANK ACCOUNT

The committee resolved that the bank account be opened at Standard Bank in order to meet the requirement of the application for the clearance certificate from the South African Revenue Services (SARS), and the Chairperson – Mr M.J. Dhlamini, the Treasurer – Mr S.J. Matube, and the Secretary – Mr L.B. Mafokosi be appointed as the authorized signatories for the account.

3. CLEARANCE CERTIFICATE

The committee resolved that the Chairperson, the Treasurer and the Secretary should provide certified copies of their IDs to utilize for the application of the clearance certificate at SARS, and that Number 13 Brummer Street Kroonheuwel, Kroonstad be provided for proof of address of the organization.

4. PROVISION OF REQUIRED DOCUMENTS

The committee resolved that the NPO Certificate and the Constitution, together with the EI1 and the EI2 documents from SARS be kept ready for the application.


5. SIGNING OF ICASA REGISTRATION APPLICATION

The committee resolved that the Secretary – Mr L.B. Mafokosi be authorized to sign ICASA registration application and also liaise with the Authority during the process.


6. ADJOURNMENT AND CLOSING PRAYER

The meeting adjourned at 15H30, and Mr S.J. Matube closed the meeting with a word of prayer.

Signed:



M.J. DHLAMINI
Chairperson



L.B. MAFOKOSI
Secretary



TRANSMISSION SPECIFICATIONS FOR PROPOSED MOZOLO REVIVAL FM IN THE KROONSTAD AREA

				GEO. CO-ORDINATES						HEIGHTS			TRANSMITTER				ANTENNA					FEED		
NAME	CODE	SERVICE CODE	LATITUDE			LONGITUDE			SITE	MAST	ANT	FREQ	CH	PWR	GAIN	ERP	DIR	BEAM			NULL	POL	TYPE	FROM
			Deg	Min	Sec	Deg	Min	Sec										AZM	WIDTH	TILT				
KROONSTAD	084	MZOL	-27	-25	-17	27	11	31	1503	227	189	98.2	107	1	10	10	ND	0	360	0.5	N	VER	STL	STUDIO

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**CURRICULUM VITAE
OF
MPOPETSI JONAS DHLAMINI**

A. PERSONAL DETAILS:

SURNAME	:	DHLAMINI
FIRST NAME	:	MPOPETSI JONAS
POSTAL ADDRESS	:	P.O. BOX 5061 LENGAU 9499
RESIDENTIAL ADDRESS	:	5180 KHIBA STREET KROONSTAD 9499
TELEFAX	:	(056) 214 4568
MOBILE	:	082 202 5926
EMAIL – ADDRESS	:	mjdhlamini1@gmail.com
DATE OF BIRTH	:	27 MAY 1945
IDENTITY No.	:	450527 5440 08 3
GENDER	:	MALE
NATIONALITY	:	SOUTH AFRICAN
MARITAL STATUS	:	MARRIED

B. QUALIFICATIONS

ACADEMIC	:	B.A. DEGREE
PROFESSIONAL	:	DIPLOMA IN TEACHING

C. PROFESSIONAL EXPERIENCE

1. ADMINISTRATION	:	1968 - 1971
2. TEACHING	:	1974 - 1995
3. DEPARTMENTAL OFFICIAL	:	EDUCATION MANAGEMENT 1996 - 2002

D. SOCIAL AND COMMUNITY INVOLVEMENT EXPERIENCE:

1. DIRECTORSHIP	:	JALA PEO TRUST
	:	COMMUNITY BASED
	:	SKILLS DEVELOPMENT

- : ORGANISATION
- : 2007 - 2010
- 2. BOARD MEMBER : JALA PEO TRUST
- : 2006 - 2007
- 3. MONITOR : UMALUSI QUALITY EDUCATION ASSURANCE BODY
- : 2008 - 2012
- 4. GENDER FOCAL PERSON : FREE STATE EDUCATION
- : DEPARTMENT (KROONSTAD)
- : 1997 - 2002
- 5. CHAIR AND FOUNDER : REBIRTH OF KROONSTAD
- : COMMITTEE (REGISTERED NPO)
- : 2003 - 2010
- 6. DEPUTY CHAIR : MOQHAKA BUY LOCAL AND TOURISM COMMITTEE
- : 2007 - 2009
- 7. COMMITTEE MEMBER : BOARD OF TRUSTEES -
- : THUTU ETLA PELE - MATHEMATICS,
- : SCIENCE AND TECHNOLOGY
- : (REGISTERED NPO)
- : 2006 - 2008
- 8. CO-ORDINATOR / ASSISTANT : SUNDAY TIMES (SOUTH AFRICAN HISTORY
- : ARCHIVES HERITAGE
- : PROJECT - KROONSTAD
- : 2006 - 2009
- E. INTEREST AND PASSION : SOCIAL AND COMMUNITY ACTIVITIES
- : PEOPLE FIRST - ADDING VALUE
- : TO OTHER PEOPLE'S LIVES

F. REFERENCE

1. MR LECHESA TSENOLI (MP)
DEPUTY MINISTER
RURAL DEVELOPMENT AND LAND REFORM
082 494 2214
2. DR. A.V. BOUWER
PROVINCIAL MANAGER
NATIONAL DEVELOPMENT AGENCY
082 202 5971
3. DR. N. DLAMINI
CHIEF DELEGATE ON LESOTHO HIGHLANDS
WATER COMMISSION
082 681 3818


M.J. DHLAMINI

Curriculum
Vitae
Of
DORA THIBEL

Curriculum Vitae Of Thibeli Dora

1. Biographical Particulars.

Home Address : 44 Sarel Cilliers street
Kroonstad
9200

Work Address : Dept. Of Correctional Services
Private Bag x 23
Kroonstad
9499

Work Tel. No. : 056 216 4366

2. Personal Particulars.

Surname : Thibeli

First Names : Dora

Identity Number :

Date Of Birth :

Sex : Female

Marital Status : Single

Nationality : South African

Language Proficiency

	<i>Sesotho</i>	<i>English</i>	<i>Afrikaans</i>	<i>Tswana</i>	<i>Xhosa</i>
<i>Speak</i>	<i>Good</i>	<i>Good</i>	<i>Good</i>	<i>Good</i>	<i>Fair</i>
<i>Read</i>	<i>Good</i>	<i>Good</i>	<i>Good</i>	<i>Fair</i>	<i>Fair</i>
<i>Write</i>	<i>Good</i>	<i>Good</i>	<i>Good</i>	<i>Fair</i>	<i>Fair</i>

Criminal Offences : None

Health : Excellent

Disability : None

Cell No. : 072112 7073

3. Educational Qualifications.

3.1 High School Education.

Last School Attended : Kananelo High School
Kroonstad
9499

Highest Standard Passed : Std. 10

Subjects Passed : English HG
Afrikaans HG
South Sotho HG
Geography HG
Biology SG
History SG

Prizes and Awards : 1994, Merit Award: Best Achievement in Std 9
Merit Award: Best Convener Of Christian Services
1995, Best Student in Matric
Merit Award: Participating in Cultural Activities.

3.2 Tertiary Education.

1st Institution Attended : University of the Free State
Private Bag x 132
Bloemfontein
9300

Qualification Achieved : Bachelor of Social Sciences
From 1996-1998

Major Courses : Psychology
Sociology

Additional Courses : Philosophy
Social Work
Industrial Psychology
English
Sesotho
Computer Practice
Labour Law

Distinctions : Philosophy (November 1998)
Sesotho (November 1998)

2nd Institution Attended : VISTA University

Qualifications Achieved : Honours in Psychology

Courses : Research Methodology
 Psychopathology
 School and Career Counselling
 Psychotherapy and Counselling
 Social Psychology
 Psychometric Assessment
 From 2000-2001

3rd Institution Attended : University of Cape Town

Qualifications Achieved : National Diploma in Education
 In 2003

4. Employment history and work experience

Name of the Organisation : Department of Correctional Services

Period of Employment : From 1999 January to date

Position held : Area Coordinator Corporate services – Deputy Director –
 Bizzah Makhathe – 2010 to date

Responsibilities : Management of Human Resource Administration
 : Management of HR Support
 : Management of Human Resource Utilisation
 : Management of Performance Management
 : Management of Special Programmes
 : Management of Employee Relations
 : Management of Legal Services
 : Management of Communication Services
 : Management of Information Technology

Position held : Head Correctional Centre – Grootvlei Med B

Responsibilities : Management of Corrections
 : Management of Security
 : Management of Human Resources
 : Management of Supply chain finance

Position held : Centre Coordinator Corrections ASD– Grootvlei Med B

Responsibilities : Management of case management administration
 : Management of unit management and case management

Committees

- : Chairperson of Case Management Committee*
- : Management of Sentence plans*
- : Control of offender records*
- : Execute Correctional policies and procedures*

Position held

- : Deputy Controller ASD - Mangaung Maximum Centre***
- : Report to the Commissioner on the daily management and operation of the contract*
- : Order a separate detention of a prisoner to a specific class*
- : Keep under review and report to the Commissioner on the running of the prison*
- : Investigate and report to the Commissioner any allegations made against inmate custody and officials custodial duties*
- : Compile weekly/Monthly and annual reports*
- : Check whether Standard requirements are met:*
 - Cell environment is intact*
 - Essential services is provided*
 - Minimum staffing level is maintained*
 - Security is maintained*
 - Conduct operational meetings*
 - Monitor compliance*

Position held

- : Special Programmes – 2008/02 to 2010/12***
- : Assistant Director: Regional Manager Gender and Equity***

Responsibilities

- : Ensure Gender mainstreaming within the region*
- : Management of regional employment equity plan*
- : Ensure implementation of equity policy on gender*
- : Ensure transformation in the region*
- : Develop regional gender operational plan*
- : Ensure that gender issues are routinely considered in the region planning meetings*
- : Facilitate work sessions in the region*
- : Coordinate regional gender forum meetings*
- : Monitor, evaluate and submit monthly and quarterly reports on projects, events and programmes*
- : Participate in the regional/national employment equity forum*
- : Establish women and men's forums*
- : Promotion of gender sensitivity in the region*
- : Development of gender sensitive organisational structure*
- : Administration and Financial management*
- : Management of budget*
- : Conduct audits and research*
- : Supervision of subordinates*
- Youth Management***
- : Ensure implementation of the departmental policy on youth*
- : Promote public awareness and education programs*
- : Promote healthier lifestyle to all young people*
- : Liaise and make contacts with relevant external youth structures*
- : Identify suitable programmes for young people*

Disability Management

- : Chairing of the regional disability forum
- : Represent the region during the national disability forum
- : Ensure gainful employment of people with disabilities
- : Identify the required assistive devices for each disabled member in the region
- : Represent the department in the interdepartmental regional forum

2006 November – 2008 January

Position held
Responsibilities

: **Head correctional Centre – Lindley CC**

- : Management of Security
- : Management of operational support
- : Management of staff support
- : Management of supply chain
- : Management of corrections
- : Management of the budget
- : Social Work services
- : Educator

Ad Hoc at Lindley

Position held

- : 1999- 2006: Supply Chain Management
- : Purchase Clerk/Procurement/Tendering
- : Admission & Release Centre
- : Records Supervisor
- : Community Corrections
- : Programmes Facilitator & Court official
- : Med C
- : Programmes facilitator and Skills development

Other Experiences

- : University of South Africa
- : Psychology Tutor

Period

- : One year
- : Human Sciences Research Council
- : Field worker and Enumerator
- On part time basis
- : Statistics South Africa
- : Enumerator and Chief Enumerator
- On part time basis

Community

- : Youth Development
- : HIV and AIDS Coordinator
- : Community Integration
- : Trauma Debriefing

5. Skills acquired

Communication, Computer literacy, Presentation/facilitation, report writing, Management skill, monitoring and evaluation, co ordination and planning, leadership, conflict handling, conceptual skills.

6. Hobbies.

Singing, Playing Netball, Swimming, Going to Church and spending time with my children(a boy and a girl), my friends and family.

6. References.

*7.1 Mr JR Lenong
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Bloemfontein
9300*

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Cell. 0828859169*

I solemnly declare that the information rendered above is correct in every respect.

Thibeli Dora