



CHUMISA NJINGANA

STATUTORY CONTROL OFFICER

CONTACT



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Elizabeth 6070 (Eastern Cape)



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Female



Married



Driver's License (Code B)



South African

OBJECTIVE STATEMENT

I am currently studying towards my Masters in Public Administration. I hold a Postgraduate Diploma in Compliance Management obtained at the University of Johannesburg, a Baccalaureus Technologiae in Management as well as a National Diploma in Management obtained at the Nelson Mandela Metropolitan University. I have much to offer in the way of diversity of experience and profession in that I have worked in a Public Sector and currently working in a Parastatal Sector. Within these sectors, I have had the

EDUCATION

Current Studies - Mancosa University: Master of Public Administration – (2023 to Date)

University of Johannesburg (UJ): Post Graduate Diploma in Compliance Management – (2015 to 2019)

Management Nelson Mandela Metropolitan University (NMMU): Baccalaureus Technologiae in Management - (2008 to 2008)

Nelson Mandela Metropolitan University (NMMU): National Diploma in Management – (2004 to 2007)

Breidbach Senior Secondary School: Matric / Grade 12 - (1999 to 2003)

EXPERIENCE

Statutory Control Officer: South African National Roads Agency Limited (SANRAL) (01 May 2015-date).

Statutory Control Management: Develop a sound knowledge of the South African National Roads Agency SOC Limited and National Roads Act, Act 7 of 1998 and other legislation influencing statutory control; Develop a sound knowledge of the overall National Route network in the Eastern Cape, including its history, in order to effectively manage and control regional statutory control matters; Manage and control the following statutory control applications in terms of the South African National Roads Agency SOC Limited and National Roads Act, Act 7 of 1998: • Services (wayleaves) over, above, next and or below the national road; structures and building works over or below the National Road; advertisement on or near the National Road; tourism and local directional signs on or near the National Road; trading alongside the National Road; events (cycling and marathons, tv adverts, awareness events, etc.) held on National Roads within the Region, Abnormal loads for Wind Energy Farms / Plants on National Roads. Management of division of land; Manage and control inputs required from SANRAL on proposed developments, feasibility studies, environmental impact assessments, etc.; Processing of access control and access management applications; Management and assessment of claims

opportunity to learn organisational policies, procedures, and the protocol necessary to enforce them ethically and without liability. From my work at the Nelson Mandela Bay Municipality and the South African National Roads Agency Limited (SANRAL), I have sharpened my organisational skills, attention to detail, and my ability to work within a team, under pressure and accuracy.

SHORT COURSES

Geo-Information Science & Earth

Observation.

Performance Management

Programme.

Project Management Including MS

Projects.

Supply Chain Management for

Public Service e-learning. Technical

Report Writing Skills. Robben Island

Diversity Programme.

Leadership and Teambuilding Skills.

Management Skills for 21st Century

Leaders.

Excellence in Service.

Time Management.

Creative Problem Solving and

Decision Making,

Records Management Workshop.

and reporting Third Party Claims to SANRAL's insurer within the Region; Provide guidance to the Traffic and Transport Engineer, as well as Project Managers/Route Managers with statutory control information, regulations and guidelines; Ensure that Road Safety principles are applied and maintained with regarding to statutory control applications; Review statutory control policies, procedures and solutions regarding statutory control matters.

Land Matters: Ensure timely attendance and respond to public queries on land matters and enquiries from SANRAL Property/Land Project Managers; Attend and actively participate in Regional Land Matters meetings with Service Providers; Support Property/Land Project Managers with land related enquiries.

Communication and Stakeholder Management: Liaise with HO and other Regions on all statutory control and land matters; Maintain a good working relationships with all colleagues in all regions and areas of expertise; Attend and actively participate with relevant Cluster, Focus and Working Groups and Third Party Claim meetings; Liaise with SANRAL's Service Providers on all statutory control and land matters; Cultivate, liaise and maintain good working relationships with Stakeholders and the Public on all statutory control and land matters; Ensure timely attendance and response to all enquiries and applications. Negotiate effectively with applicants with regards to alternative solutions to ensure that it is in line with statutory control requirements and SANRAL's policies.

Risk Management:

Identify, assess and manage SANRAL's risk related to statutory control and land matters. Prioritise identified risks in order to act on it timeously to reduce the risk impact to SANRAL. Develop and plan risk reduction and mitigation measures to reduce the risk impact to SANRAL. Filing and Document Management.

Regulatory Management:

Conduct route audits on a regular basis to monitor progress against non-compliance; Manage and control the following, in terms of the South African National Roads Agency SOC Limited and National Roads Act, Act 7 of 1998; • The removal of illegal structures on or near the National Road; The removal of illegal signage on or near the National Road; The removal of illegal trading on or near the National Road; and The closure of illegal accesses on or near the National Road.

Registry Officer: South African National Roads Agency Limited (SANRAL) 01 August 2013 – 30 April 2015

Manage the receiving, recording and distribution of all office correspondence; Ensure correct profiling of documents on OpenText; Manage the collection, delivery and registration of postage daily; Manage courier distribution, hard copy registry filing and gift register. Manage and co-ordinate Metro File; Assist Project Managers, Regional Manager, Finance team and other colleagues with registry queries and requests; Switchboard and reception relief; Co-ordinate national and international travel requirements as required; Aid with data capturing, scanning, distribution and filing of documents when required. **Reason for leaving:** Promoted to Statutory Control Officer

REFERENCES

Mr. F. Duze: SANRAL – Project
Manager (041) 398 3250 / 081 013
2536 duzef@nra.co.za

Ms. M. Ah Shene: SANRAL –
Administration and Office Manager
(041) 398 3242 / 083 307 0025
ahshenem@nra.co.za

Mr. N. Jonas: Nelson Mandela Bay
Municipality – Administrative
Assistant: Administration (041) 506
2466 / 083 594 5005
njonas@mandelametro.gov.z

Clerk Grade I (Records Supervisor)

Nelson Mandela Bay Municipality (01 July 2012 – 31 July 2013)

Processing incoming and outgoing mail/correspondence in terms of standard work procedures; this includes receiving, scanning and recording incoming/outgoing mail; Registering payments, tax invoices, credit notes for contractors, consultants / service providers for processing; Inserting acknowledgement of receipts and file reference numbers on incoming mail; Preparing outgoing mail for postage, creating new files using specific codes and references; Scrutinizing and conducting a preliminary sorting of all incoming mail into general categories and distributing sorted mail; Monitoring the circulation and retrieval of mail / correspondence; Attending to the archiving and disposal of aged / obsolete records; Performing general administrative duties, such as maintaining consultants' contracts and sureties' registers, updating copies of Legislative Acts, by-laws and standing orders; Working on SAP through HR Master Data and Time data regarding leave days of Records staff, i.e. absence (leave days already taken, captured and the breakdown) and overview absence quotas (number of leave days left and entitled to); Addressing enquiries received from directorates; Training staff and controlling the workflow of the Drivers and Messengers; Do a spot-check inspection on drivers' vehicles. **Reason for leaving:** Resigned – went to SANRAL.

Clerk Grade II (Records Clerk) Nelson Mandela Bay Municipality

(12 October 2009 – 30 June 2012)

Scanning, capturing, indexing (data capturing), retrieving and filing of documents on the electronic record document management system (Paper trail 8); Maintaining the movement of correspondence between officials in the directorate; Allocating contract file/reference numbers to various sub-departments for various contract jobs; Registering payments, tax invoices, credit notes for contractors, consultants /service providers for processing; Distribution of agendas to relevant officials; Assisting with prescribed administration duties pertaining to tender and contract documents in accordance with standing work procedures; Assisting with the maintaining of various registers; Filing of staff, contract and consultant documentations electronically and manually; Attending to queries / requests related to areas of responsibility Assisting with the counter, by receiving mail & visitors and telephone queries, the retrieving of files and general functions assigned to the Records section. Ordering and collecting stationery for the Records Section, from the Accounts clerk; Maintaining files as instructed by supervisor; Taking minutes for the Skills Development Focus Group meetings – Infrastructure and Engineering Directorate, Management Services and Project Management Unit. **Reason for leaving:** Promoted to Clerk Grade I (Records Supervisor).

House Committee Member (Public Relations Officer) Nelson Mandela Metropolitan University (NMMU) (21 January 2008 - 30 November 2008)

Organising and planning of fund-raising events; Updating of notice boards; Compiling articles for the Res Herald Newspaper; Monthly distribution of stock amongst students; Placing orders of stock.

Reason for leaving: Contract ended and was no longer staying at the school residence.