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#### SIPHO LUCKY TWALA

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# PERSONAL DETAILS

NATIONALITY: SOUTH AFRICAN

LANGUAGES: AFRIKAANS, ENGLISH, ZULU (native), TSWANA

**Date**  **Qualifications**  **Place obtained**

1989 Matric Certificate St. Lewis High School

1996 B.Com Degree Vista University

1997 Certificate of Attendance: Auditing SAICA

2000 Certificate in Government Accounting National Treasury

2004 Project Management Certificate Univ. of Free State

2005 Management Advancement Programme Wits University

Certificate (MAP)

2010 Publications & Communications Univ. of Botswana

**Current Studies**

2016 Master’s in Business Administration University of KwaZulu

(MBA) Natal (Westville)

##### Software in use:

Ms Office, SAS Enterprise Guide

##### CARRER LEVEL

**Current Position**:

## COMPANY: STATISTICS SOUTH AFRICA, HEAD OFFICE

**POSITION: Deputy Manager: Business Register Analyst**

**DATE: 2007 to date**

Professional position at STATISTICS SOUTH AFRICA, a large (3,001 –10,500 employees) government department based in PRETORIA, South Africa, (Gauteng). Benefits: Medical Aid, Pension Fund, Car allowance & 13th Cheque.

**Area of Performance and Accomplishments**

* Provide professional and strategic leadership in business surveys
* Develop individual operational plans for the team
* Manage quarterly performance evaluation for the team members
* Prepare progress report and devise corrective measures for underperformers
* Prepare and monitor the budget for the division
* Ensure effective human resource (employees) management
* Evaluate staff performance on a quarterly basis to identify their training needs
* Devise and implement strategies for timely collection of data
* Manage the work processes relating to questionnaire dispatch and processing of survey information from businesses
* Ensure appropriate and correct classification of businesses by kind of activity
* Coordinate feedback to and from survey area managers
* Monitor and safeguard the assets of the component
* Liaise regularly with relevant corporate managers to ensure the provision of high quality information.
* Compile the annual operational plans for the section
* Manage and report progress on the work performance of team members

## COMPANY: STATISTICS SOUTH AFRICA, HEAD OFFICE

**POSITION: Professional: Quality Improvement Survey**

**DATE: Oct 2000 to Dec 2006**

Professional position at STATISTICS SOUTH AFRICA, a large (3,001 –10,500 employees) government department based in PRETORIA, South Africa, (Gauteng). Benefits: Medical Aid, Pension Fund & 13th Cheque.

## Area of Performance and Accomplishments

* Leading a team of professionals
* Manage and report progress on the work performed by the team to Project Manager
* Manage the collection of data from respondents
* Manage the monitoring of the planning, implementation and performance/progress of the project.
* Planning on logistics regarding the team’s data collection from different provinces
* Co-ordinate and report on progress of the team regarding the collection methods
* Facilitate the collection and capturing of the data on the Business Sampling Frame
* Ensure accurate capturing of the information on the Business Register
* Quality control of all the work captured on the Business Register/Sampling Frame
* Ensure the provision of the quality frame for the production of quality samples for the economic statistics.

## COMPANY: FORT HARE UNIVERSITY (BISHO)

**POSITION: Facilitator: Public Finance & Management Act and Treasury Regulations**

**DATE: 01/June 2000 to 30 Oct 2000**

Professional position at FORT HARE UNIVERSITY, a large (approximately 500 employees) government department based in Eastern Cape (Bisho).

Benefits: No benefits.

**Area of Performance**

* Facilitate the Public Finance & Management Act (PFMA) and the Treasury Regulation
* Outline and clarify the regulations as per the government requirements
* Coheres and encourage full participation of all candidates
* Ensure proper planning and preparation of training manuals (materials)
* Evaluate candidates’ performance at the end of each session
* Prepare a progress report for candidates to ensure improved progress
* Compile a report on candidates progress for issue of certificates to successful candidates

**Accomplishments**

* Better knowledge and understanding of the PFM Act.
* Improvement on the presentation skills
* Ability to draw the attention of the group and lead them to a particular direction
* Improved on the leading and coordinating the team’s work
* Improved in the preparation of presentations and slide preparation

**COMPANY: FUNDA COMMUNITY COLLEGE (SOWETO)**

**POSITION: Accountant**

**DURATION: June 1995 – September 2000**

**LEVEL : Assist. Director Level**

Permanent professional position at Funda Community College, a medium company (approximately 450 employees) in the Non-Government Organisation, Benefits: Medical Aid, Provident Fund.

**Area of performance and Accomplishments**

Strategically alignment of the organisation from foreign donors dependant to be an independent organisation which was able to sustain itself from the funds generated from its own core business operations.

* Compile financial statements for the community centre
* Ensure that the organisation complies with policies and procedures governing the non-profit organisations
* Assist in providing strategic direction of the organisation
* Completion of VAT returns once in every two months and submit them to SARS
* Prepare and execute/implement the budget for the organisation
* Ensure proper asset register is kept for all fixed assets
* Develop policies to guard against the misuse of all assets
* Prepare month end procedures at the end of each month
* Ensure timeous account settlement/ payments to creditors
* Send out statement on a monthly basis for students accounts
* Supervise the administrative staff, security personnel and the driver
* Prepare back-up file for all work done on a weekly basis.

##### Accomplishments

* Preparation of the annual financial statements of different parts of the organisation in compliance with Generally Accepted Accounting Practices and Company’s Act.
* Continuously updated the Chart of Accounts, should new expenditure item be identified in consultation with the Finance Director.
* Completion and submition of VAT returns in line with the needs of the organisation and in compliance with South African Receiver of Revenue
* Implementation of the expenditure cycle for the organisation
* Acquired the experience of prioritisation of expenditure and the effect of inaccurate prioritisation.
* Supervisory ability
* Ability to plan the work in such a way as to ensure operations are done as required during the planned time without a need for an overtime.

##### COMPANY : UNIVERSITY OF JOHANNESBURG (SOWETO)

**POSITION: Accounting Tutor**

**DURATION: Jan – May 1995**

# Area of performance

* Facilitate tutorials for the first and second year accounting students
* Assist the lecturer with the compilation of the test and examination question papers
* Assist the lecturer with the marking of tests and examination scripts
* Compile a report on the overall progress of the students for the submission to the head of department.

# References

1. Mr. Abel Chauke, Manager Business Register (Quality Improvement Unit)

Statistics South Africa

Tel: 012 310 8660

Cell: 082 804 9536

2. Mrs. Hilda van Der Stoep, Manager Business Register (O & M Unit)

Statistics South Africa

Tel: 012 310- 8086

Cell: 082 888 2160

3. Mr. David Mabusela: Finance Director

Funda Community College

Tel: 011 938 1485