



## **CURRICULUM VITAE**

VIVIAN SARA MANDIZVIDZA

**21 Harry Pichanick Drive**

**Alexandra Park**

**Harare**

**Zimbabwe**

**Telephone: (263-242) 748518-21 (Office)**

**Cell: +263 77 443 5064/+263 77 222 6202**

**E-mail: [vivmand17@gmail.com](mailto:vivmand17@gmail.com), [vmandizvidza@noic.co.zw](mailto:vmandizvidza@noic.co.zw)**

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### PERSONAL PROFILE

**Nationality:** Zimbabwean

**Languages:** English, Shona and Ndebele

### A. BACKGROUND

I have more than 25 years' experience in the legal field, 11 as a public prosecutor in the Magistrates Court, Regional Courts and later in the High Court. I also had a short stint in private practice, before joining the City of Harare as a Legal Officer and later appointed the Chief Legal Officer of the City of Harare. I worked as the Legal Advisor/Acting Company Secretary for NOCZIM (Private) Limited and later joined ZB Financial Holdings as the Head, Legal & Compliance Services. I am currently the Company Secretary/Corporate Services Director for the National Oil Infrastructure Company of Zimbabwe (Private) Limited. I am a holder of a Bachelor of Laws (Hons) and a Masters in Business Administration, both from the University of Zimbabwe. Have worked for the past 15 years as an inhouse/corporate lawyer, overseeing issues of compliance and corporate governance.

## B. COMPETENCIES

- ✦ Self-initiator and team player
- ✦ Strong analytical skills and results oriented
- ✦ Ability to interact at all levels in diverse organizational environments.

## C. EMPLOYMENT EXPERIENCE

### 1. CURRENT EMPLOYER: NATIONAL OIL INFRASTRUCTURE COMPANY OF ZIMBABWE (NOIC) (PVT) LTD

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POSITION: COMPANY SECRETARY/CORPORATE SERVICES DIRECTOR

AUGUST 2015 TO DATE

#### **Duties:**

- ✦ Providing corporate secretariat services for the company and its two subsidiaries.
- ✦ Management and coordination of all corporate events.
- ✦ Ensuring that the Company is compliant with all corporate governance requirements ✦ Providing leadership for the legal department.
- ✦ Providing legal advice to the board and all departments of the Company, including liaison with external lawyers to ensure that the company's interests are protected.
- ✦ Ensuring that the Company is compliant with all legal requirements in its operations.
- ✦ Negotiating and drafting contracts on behalf of the Company. ✦ Heading the Public Relations and Procurement divisions.

## 2. PREVIOUS EMPLOYER: ZB FINANCIAL HOLDINGS LIMITED

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POSITION: ASSISTANT COMPANY SECRETARY

APRIL 2011 TO AUGUST 2015

**Duties:**

- ✦ Providing company secretariat services.
- ✦ Ensuring that the company's annual returns are up to date. ✦ Providing leadership for the legal department.
- ✦ Providing legal advice to the board and all departments of the Company, including liaison with external lawyers to ensure that the company's interests are protected.
- ✦ Ensuring that the Company is compliant with all legal requirements in its operations.
  - ✦ Negotiating and drafting contracts on behalf of the Company.

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## 3. PREVIOUS EMPLOYER: NATIONAL OIL COMPANY OF ZIMBABWE (NOCZIM) (PVT) LTD

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POSITION: LEGAL ADVISOR

JAN 2009 TO APRIL 2011

**ACTING COMPANY SECRETARY June 2010 to April 2011**

**Duties:**

- ✦ Providing company secretariat services.
- ✦ Preparation of scheduled Board meetings, Extraordinary Board meetings, Annual and Extraordinary General Meetings.
- ✦ Ensuring that the Company's Annual Returns are up to date.
- ✦ Providing legal advice to the Board and all departments of the Company, including liaison with external lawyers to ensure that the Company's interests are protected.
- ✦ Ensuring that the Company is compliant with all legal requirements in its operations.

- ✚ Negotiating and Drafting contracts on behalf of the Company.
- ✚ Chairing Disciplinary Hearings.

#### 4. PREVIOUS EMPLOYER: CITY OF HARARE

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##### 4.1 POSITION: CHIEF LEGAL OFFICER

NOV 2006 TO DEC 2008

- ✚ Providing secretarial services to the Council and heading the Legal Division.
- ✚ Administration of Tender Procedures in line with Council Policy and other legal requirements.
- ✚ Liaising with Council's external legal practitioners to ensure that matters handed to them are handled appropriately and in the best interests of the Council.
- ✚ Chairing Disciplinary Hearings.

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##### 4.2 POSITION: LEGAL OFFICER

2004 TO 2006

- ✚ Providing legal services to Council including advising Council in meetings and council departments in their day to day operations.
- ✚ Appearing in the Magistrate, Labour and Administrative Courts on behalf of Council.

## 5. PREVIOUS EMPLOYER: KWENDA AND ASSOCIATES

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POSITION: LEGAL PRACTITIONER

2004 TO 2004

- ✦ Providing comprehensive legal advisory services to clients in a private law firm.

## 6. PREVIOUS EMPLOYER: MIN. OF JUSTICE, LEGAL & PARLIAMENTARY AFFAIRS

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6.1 POSITION: PRINCIPAL LAW OFFICER, ATTORNEY GENERAL'S OFFICE

2002 TO 2004

- ✦ Prosecuting criminal cases in the High Court of Zimbabwe.

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6.2 POSITION: PUBLIC PROSECUTOR, ATTORNEY GENERAL'S OFFICE

1992 TO 2002

- ✦ Prosecuting criminal cases in the Magistrates Courts of Zimbabwe.

## D. EDUCATIONAL AND PROFESSIONAL PROFILE

1. *Institution: University of Zimbabwe (UZ) 2006 to 2011*

- ✦ Programme: Master of Business Administration

2. *Institution: Judicial College of Zimbabwe 2005 to 2005*

- ✦ Programme: Legal Drafters' Course
- ✦ Award: Legal Drafters' Certificate

3. *Institution: University of Zimbabwe (U.Z) 1999 to 2002*
- ✦ Programme: Bachelor of Laws Honours Degree (Llbs. Hons.)
  - ✦ Awards: University Book Prize (2002)
4. *Institution: Domboshawa National Training Centre 1991 to 1992*
- ✦ Programme: Public Prosecutor's Course
  - ✦ Award: Prosecutor's Certificate
5. *Institution: Montrose Girls' High School 1984 to 1989*
- ✦ Programme: Secondary School Education

#### E. MEMBERSHIP TO PROFESSIONAL BODIES AND BOARDS

- (1) Law Society of Zimbabwe
- (2) Zimbabwe Women Lawyers Association
- (3) Past Chairman of Christian Care Zimbabwe Board
- (4) Board Member of Reformed Church University

## F. REFERENCES

### MR. C U KANDEMIIRI

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CHAMBER SECRETARY  
TOWN HOUSE, CITY OF HARARE  
HARARE, ZIMBABWE  
E-MAIL: **cukandemiiri@hararecity.co.zw**  
PHONE: **+(263-242) 781810-6**  
MOBILE: **+263 71 286 4356**

### MS. T MANGEZI

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IPG ZIMBABWE  
HARARE, ZIMBABWE  
E-MAIL: **tmangezi@ipgzim.co.zw**  
PHONE: **+(263-242) 752339**  
MOBILE: **+263 71 240 3947**

### MR. C T KATHEMBA

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FORMER GROUP COMPANY SECRETARY  
ZB FINANCIAL HOLDINGS LIMITED  
HARARE, ZIMBABWE  
E-MAIL: **ctkathemba@gmail.com**  
MOBILE: **+263 77 343 7390**

### JUSTICE P. KWENDA

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HIGH COURT OF ZIMBABWE  
HARARE, ZIMBABWE  
E-MAIL:  
**kwendapisirai@yahoo.com**  
MOBILE: **+263 71 254 2700**