

**CURRICULUM VITAE**  
**OF**  
**MANINGI PRINCESS MFEKA**

**1. PERSONAL PROFILE**

**Full Name** : Mfeka Maningi Princess  
**ID Number** : 770725 0473 08 2  
**Telephone** : 072 9353 882/066 282 3390  
**Physical Address** : P100 Mayekeni Area, Ndwedwe 4342  
**Postal Address** : P/Bag x 527 Ndwedwe 4342  
**E-mail Address** : mfekamaningi@gmail.com  
**Driver's License** : Code C1  
**Home Language** : IsiZulu

**2. LANGUAGE PROFICIENCY**

<b>LANGUAGE</b>	<b>SPEAK</b>	<b>READ</b>	<b>WRITE</b>
<b>ISIZULU</b>	High	High	High
<b>ENGLISH</b>	High	High	High
<b>AFRIKAANS</b>	Fair	High	High

**3. EDUCATIONAL QUALIFICATIONS**

**Last School Attended** : **Tshana High School**  
**Year** : **1995**

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Qualification Obtained: **SENIOR CERTIFICATE**

Subject Passed : IsiZulu HG, English HG, Accounting HG, Mathematics  
HG, Afrikaans HG & Economics HG

#### 4. TERTIARY EDUCATION

##### QUALIFICATIONS OBTAINED

1.Name of the Institution : Management College of Southern Africa  
Qualification Obtained : Degree in Supply Chain Management  
Subject Passed : Business Management; Economics; Financial  
Accounting; Information Systems in Supply Chain  
Management, Supply Chain Management,  
Management Accounting, Commercial Law  
Year Obtained : 2016

2.Name of the Institution : Mangosuthu Technikon  
Qualification Obtained : National Diploma  
Human Resources Management  
Subject Passed : Business Management I, II & III  
Human Resources Management I,II & III  
Training Management I & II  
Industrial Relations I & II  
Communication-English  
End-user Computing  
Accounting for Personnel Practitioners  
Labour Law  
Year Obtained : 1999

##### OTHER TRAININGS

Supply Chain Management for Public Service  
PILLAR  
Advanced Computer Training  
Records Management  
Batho Pele Principles  
Communication Skills  
Customer Care  
HIV/AIDS in the Workplace  
Occupational Health & Safety  
SCOA

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## 5. KNOWLEDGE,SKILLS AND ABILITIES

SKILLS	KNOWLEDGE	ABILITIES
Networking Skills Communication Skills Financial Management Planning and Organising Interviewing Skills Interpersonal Skills Computer Skills: Ms Word, Ms Excel, E Mail, PowerPoint	Skills Development Act, Skills Development Levies Act, Basic Conditions of Employment Act, LRA, OHS Act, PFMA, Public Service Act, PSCBC Resolutions, Procurement Act, SCM Mandates, KZN Archives Act, KZN Traffic Act, Treasury Regulations (Practice Notes), Transversl Contract, Government Immovable Asset Management Act, HardCat, Basic Accounting System, Central Supplier Database, SCOA & ERF for Practitioners	Ability to work independently and under pressure, willingness to learn, accountability, accuracy attention to detail

## 6. WORKING EXPERIENCE

### CURRENT EMPLOYER

Name of the Employer : Department of Social Development

Position : Administrative Officer: SCM

Duration : July 2018 to date

### Administer effective Demand and Acquisition Services

- Identify needs in line with the procurement plan.
- Consolidate and report on the implementation of the procurement plan for the Regional Office.
- Receive and process requisitions from users at District offices, facilities and Regional Offices
- Drawing up of specifications to Invite quotations from suppliers and ensuring that critical

performance elements for the goods and services being procured are achieved.

- Check and scrutinize all quotations received.
- Ensure correct allocation of preference points taken by evaluating quotations with a value equal to R30 000 and above on the basis of functionality and price as well as the achievement of specified preferential procurement goals.
- Ensure that Supply Chain Policies are being adhered to.
- Compiling and co-ordinating the components weekly and monthly reports
- Collate, consolidate and provide inputs to the District and Regional Managers on SCM issues.
- Report on the implementation of the procurement plan
- Attend briefing sessions and take minutes
- Bid opening, check administrative compliance
- Take minutes on evaluation of bid documents
- Prepare award submission of contracts & tenders
- Monthly visits on sites for monitoring
- Monitor and evaluate compliance in terms of contracts agreements
- Participate in compilation of instruction letters to legal service for SLA
- Implement a framework for the procurement of goods and services that has to be conducted in a manner that is fair, transparent, equitable, competitive and cost effective.
- Ensure all staff are aware of the Fraud Prevention Plan.
- Discuss fraud issues at weekly/monthly meetings
- Drafting circulars to inform all staff of amendments and procedures pertaining to SCM.

#### **Provide effective Logistics and Stores Services.**

- Check if a booking in not Missed Savings unless a valid reason is provided
  - Check the compliance of the provisional booking and documents that have been downloaded on the On-line System by the employee responsible for bookings
  - Approve the bookig if it is in compliance with Departmental Policy.
  - Receive submission as per the awarding committee.
  - Ensure the order issued to the approved service provider with the correct amount.
  - Check the correstness and validity of order
  - Ensure that routinely requested items are kept in stock to ensure that users have the necessary resources to undertake their duties.
  - Attending to the replenishment of stores in terms of standing directives.
  - Implement and control provisioning administration functions and ensure that such functions are executed in line with the approved supply chain management guidelines.
  - Ensure that requisitions for stationery are checked against specimen signature file.
  - Ensure the compilation of an analysis of frequently required goods.
  - Attending to the receipt and issue of stores
  - Checking and examining all deliveries made to the Stores
  - Responsible for the control, distribution and safe custody of face value documents and maintaining records thereof.
  - Checking and updating tally cards.
  - Developed a structured monitoring mechanism for the keeping of a proper records keeping.
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- Re-assess and review current control measures for effectiveness and ensure that the Risk Management Plan is in place and being adhered to.
- Ensure that registers are in place for effective administration of Stores contents
- Conduct physical stock counts which ensure monitoring of stock variances which may reveal misappropriation and theft

### **Management of Assets**

- Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations
- Develop and maintain the lease register
- Develop asset needs assessment, acquisition management, operational and disposal plans
- Execute and monitor the implementation of the asset acquisition, maintenance and disposal plans
- Plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register
- Develop, implement and manage mechanisms to safeguard assets
- Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records, and resolve uncleared items
- Prepare a business plan for the life cycle of assets, including; an analysis of pricing options utilising life cycle cost, and recommendations on the most appropriate asset solution
- Render proper control system for all departmental assets and preventative mechanisms to eliminate theft, losses, wastage and misuse of assets.
- Monitor reporting of losses and theft and liaise with Loss Control Sub-Agent

### **Monitor implementation of risk management practices**

- Monitor trends and report on an effective approach to alleviate risk within the SCM Section.
  - Conduct risk management audits in the SCM Unit on identified risk areas, assess the impact of risks and review existing controls.
  - Identify areas of non-compliance and advice managers of risks associated with non-compliance.
  - Report non-compliance with relevant mandates, regulations and risk management practices.
  - Ensure all staff are aware of the Fraud Prevention Plan.
  - Give guidance and recommendations for the proper implementation of control measures regarding inherent or residual risks that have been identified.
  - Ensure that Supply Chain Policies are being adhered to.
  - Discuss fraud issues at weekly/monthly meetings
  - Developed a structured monitoring mechanism for the keeping of proper records keeping
  - Re-asses and review current control measures for effectiveness and ensure risk management plan is in place and being adhered to.
  - Ensure registers are in place for effective administration of stores contents
  - Responsible for control, distribution and safe custody of face value documents and maintaining records thereof
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- Collate, consolidate and provide inputs for the District and Regional Managers on SCM issue.

### **Provide a proficient Contract Management Services**

- Monitor, analyse and determine actions to ensure effective contract administration
- Ensure safekeeping of contract documents.
- Checking and verifying sundry payments for all contracts
- Continuous liaison with service providers regarding submission of outstanding invoices.
- Ensure that contractual obligations are being met by the service providers.
- Coordinate the development of Service Level Agreement and opening of contract file
- Monitor and evaluate contract performance with the view to ensure compliance to the Service Level Agreement by the service provider
- Maintain the register of transversal contract

- **Ensure effective supervision of staff**

- Provide supervision and training to staff
- Monitor allocation of work.
- Manage, lead, develop and monitor the performance of the division's staff and ensure effective customer-oriented service delivery.
- Ensure that Staff PDP, Work Plans, Job Descriptions and EPMS reports are in place and updated.
- Compiling and co-ordinating the components weekly and monthly reports.
- Drafting circulars to inform all staff of amendments and procedures pertaining to SCM.
- Discipline and mentor staff
- Ensure adherence to Batho Pele Principles
- Sensitised employees on a regular basis to the risks of fraud

### **PREVIOUS EMPLOYER**

1.Name of the Employer : Department of Social Development

Position : Administration Clerk

Duration : July 2005 to June 2018

Reason for Leaving : Promotion

Main Job Function

### **Duties**

#### **Human Resource Management**

In the absence of Administrative Corporate Support

- Manage Auxiliary Services – Typing services, messenger services, security, cleaning services and registry
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- Provide supervision and functional training to auxillary staff
- Ensure that staff have work plans, sign performance agreement and work according to them
- Monitor leave

## **Supply Chain Management and Finance**

### **Movable Assets**

- Ensuring that all assets are bar coded and enter them on the asset register
- Implement asset management policy
- Monitor the movement of furniture/ equipment and update the asset register accordingly
- Capture the assets on the Hardcat System and update the system as soon as changes occur
- Ensure that staff sign the Hardcat forms for assets in their offices as well as the inventory lists for their respective offices
- Reporting lost and stolen assets to SAPS, submit the case numbers to Regional Office for the purposes of updating the asset register
- Conduct verification of assets at each cost centre against the asset register on the Hardcat system
- Ensure effective and efficient use of assets
- Manage contracts for leased equipment, e.g. photocopy machines

### **Buildings And Grounds**

- Oversee maintenance of buildings, grounds and equipment
- Prepare motivation for maintenance of buildings and grounds
- Compile and maintain the Maintenance plan of the service office – prioritizing projects to be undertaken on the buildings of our office
- Give inputs for the infrastructure plan and make recommendations in terms of priority
- Liase with Department of Public works for repairs, etc
- Monitor the contractors in terms of the service level agreements and the bill of quantities

### **Fleet Management**

- Manage and control transport system of the Office
- Ensuring compliance with mandates pertaining to transport
- Safe keeping of Log books, and keys for state vehicles
- Analyse Transaction reports for each vehicle – identify variances and attend to them if necessary
- Ensuring effective utilization of State vehicles in terms of their usage- prevent over and under utilization of state vehicles
- Ensuring that vehicle users pay for the traffic fines
- Compile log returns for State and subsidized vehicle and submit to Regional Office monthly
- Manage maintenance of State vehicle – bookings for repairs, service , etc and ensuring that vehicles are presented for inspection
- Maintain maintenance register for state vehicles
- Reporting stolen/ lost cards to Stanic

### **Financial Management**

- Manage all Financial Matters of the Office in consultation with the Service Office
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Manager

- Receive and check correctness of the invoices
- Compile payments using sundry book and submit to District Office
- Responsible for compilation of Budget in consultation with Heads of other sections/ components
- Liaise with District Office regarding expenditure
- Analyze expenditure reports from District Office – identify and rectify misallocations
- Serve as a cashier for the office
- Manage and control petty cash – perform all functions pertaining to petty cash
- Collect and deposit monies due to the department
- Compile procurement plan, prioritize and reprioritize items on the procurement plan in consultation with the end-user, i.e. Programme Two & three
- Process submissions for movement of funds in case of over expenditure and under expenditure on certain items

## 7. REFERENCES

1. Name : Mrs F.N Cebekhulu  
Position : Corporate Support Administrator  
Telephone : 063 649 1770  
E-mail Address : [fikile.mhlongo@kzndsd.gov.za](mailto:fikile.mhlongo@kzndsd.gov.za)  
Relationship : Colleague  
Organisation : Department of Social Development
2. Name : Ms DZ Nkosi  
Position : Social Work Supervisor  
Telephone : 082 922 6228  
E-mail Address : [zandile.nkosi@kzndsd.gov.za](mailto:zandile.nkosi@kzndsd.gov.za)  
Realationship : Former Supervisor  
Organisation : Department of Social Development
- 3.Name : Mrs R Singh  
Position : Deputy Director – Corporate Services  
Telephone : 060 978 8104  
E-mail Address : [rashika.singh@kzndsd.gov.za](mailto:rashika.singh@kzndsd.gov.za)  
Relationship : Current Supervisor  
Organisation : Department of Social Development
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