

LETHABO GUSTEL MOLEFE

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I am a Labour Law graduate, currently doing my LLB with UNISA. I have 5 years of work experience from Department of Justice and Constitution Development. In the 5 years of my service, I served various duties in different departments such as Commission of Enquiry into Higher Education, National Register for Sex Offenders (NRSO) and South African Board of Sheriffs. I started with my internship in the (Legal services), proceeded and became a Data Capturer in the NRSO (National Register for Sex Offenders) and lastly became a Project Administrator for the (South African Board for Sheriffs). Below is my detailed extensive experience.

EXPERIENCE

02 OCTOBER 2023 – 15 MARCH 2024

SALES AGENT, HOMEGROWN SOLUTIONS. (TRACKER SOUTH AFRICA)

Selling products to customers and representing the Tracker SA Brand

- Maintaining customer relationships.
- Reaching out to potential leads through a variety channel such as phone calls.
- Obtaining orders from existing or potential sales outlets.
- Developing sales pitches to sell products or services.
- Maintaining and grow relationships with existing customers.

01 OCTOBER 2019 – 30 SEPTEMBER 2021

PROJECT ADMINISTRATOR, DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (SOUTH AFRICAN BOARD FOR SHERRIFFS-RATIONALIZATION OF AREAS)

As a project administrator, I had multiple arrays of tasks ensuring that the projects are delivered as per detailed scope through staying in touch with contractors, scheduling appointments, procuring supplies, visiting worksites and helping to prepare reports. My core duties are listed below:

- Managing budgets and expenditure.
- Coordinating stakeholder meetings.
- Performing duties of a secretary (Recording meeting minutes, gathering of project data and presenting projects to stake holders).
- Tracking projects using Microsoft Project.
- Ensuring project adherence to SANS, ISO and statutory regulations.
- Recommending changes.
- Resolving issues related to the project.
- Assessing staff performance.
- Hiring contractors and service providers.

01 DECEMBER 2018 – 31 JUNE 2019

DATA CAPTURER, DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

As a data capturer, my basic duties were logging customer data, tracking customer interactions, and recording customer feedback. My core duties were the following:

- Verification of the current and historical sexual offences cases against children and mentally disabled persons.
- Recording historical case documents (charge sheets) as per allocated courts/list.
- Confirming accuracy of data such as case numbers, convictions, dates, time location of the cases, sentence.
- Updating/ keeping record of the statistics.
- Making copies of verified files.
- Filing of the case documents

01 JUNE 2016 – 31 AUGUST 2017

LEGAL INTERN TO THE COMMISSION, DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT- COMMISSION OF ENQUIRY INTO HIGHER EDUCATION AND TRAINING (#FEESMUSTFALL)

- Liaise with internal and external stakeholders relating to the commission work.
- Ensure that Public Hearings logistical duties are effectively run e.g., prepare stakeholder attendance register, communicate directions for the public hearing venue to all stakeholder, prepare and circulate programs to internal and external stakeholders, administer accreditation desk, welcome and usher VIPs, special invited witnesses, members of the public and all other attendees to the public hearings.
- Respond to emails; provide information via emails to sender and or forward emails to relevant people within or outside the Commission.
- Answer phone calls, provide information to callers and or connect callers to relevant people.
- Develop and maintaining an effective filing system relating to the commission, manually and electronically.
- Collection and safekeeping of all relevant a, etc. critical documentation pertaining to the commission e.g. submissions, presentations, transcripts, programs, invitation letters, subpoena letter.

EDUCATION

DECEMBER 2010

MATRIC CERTIFICATE, REITUMETSE HIGH SCHOOL

SUBJECTS: MATHEMATICS, PHYSICAL SCIENCE, LIFE SCIENCE AND ACCOUNTING

DECEMBER 2015

DIPLOMA IN LABOUR LAW, VAAL UNIVERSITY OF TECHNOLOGY

MAJOR SUBJECTS, LABOUR LAW AND LABOUR RELATIONS

ADDITIONAL COURSES

NATIONAL SCHOOL OF GOVERNMENT

- POLICY AND PROCEDURE ON INCAPACITY LEAVE AND III-HEALTH RETIREMENT(PILIR)
- WRITING FOR GOVERNMENT: BASIC WRITING SKILLS
- ETHICS IN THE PUBLIC SERVICE
- INTRODUCTION TO STRATEGIC PLANNING AND MANAGEMENT
- KNOW AND LIVE OUR CONSTITUTION
- INTRODUCTION TO STRATEGIC HUMAN RESOURCES MANAGEMENT

REFERENCE

Name : Mr. Moagi Makena
Occupation : Deputy Director
Company : Department of Justice and Constitutional Development
Contact : 082 552 6331
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Name : Mr. MJ Mogoshane
Occupation : State law adviser/ National Register for Sex Offenders
Company : Department of Justice and Constitutional Development
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Name : Ms. GG Ncogwane
Occupation : Director/ former Secretary to the Commission
Company : Department of Justice and Constitutional Development
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Name : Irfaan Khan
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