

JOHN SIFISO MTSWENI

Address:

PERSONAL DETAILS

Gender: **Male**

Date of Birth

ID Number

PERSONAL ATTRIBUTES

Extensive experience in Youth Development related areas with a specific focus on politics, Sport and economic development, especially SMME development. In addition, I am a team Player, a hard worker, I possess good interpersonal skills. I have excellent verbal and written communication skills, fluent with 8 South African languages, spoken and written. I have good planning and organizational skills, Innovative and always take initiative.

WORK EXPERIENCE

1 National Youth Development Agency (NYDA) Executive Chairperson (05/2017 - to date)

Current Responsibilities:

- ✓ Providing overall leadership to the Board without limiting the principle of collective responsibility for Board decisions while at the same time being aware of the individual duties of Board members;
- ✓ Ensuring that all Board members are fully involved and informed of any business issue on which a decision is taken;
- ✓ Ensuring that Non-Executive Board Members monitor the business and contribute to the business decisions of the Agency;
- ✓ Formulate with the Chief Executive Officer and the Company Secretary the yearly workplan for the Board against agreed objectives and playing an active part in setting the agenda for Board meetings;
- ✓ Ensuring that the performance of the CEO is appraised on an annual or other more frequent basis;
- ✓ Ensuring that the Board functions properly; that it meets its obligations and responsibilities; and that the Board ensures the fulfilment of the NYDA mandate as stipulated in the NYDA Act; and
- ✓ Reporting to the Executive Authority and maintaining open communication with the Chief Executive Officer and the Company Secretary;
- ✓ Act as the link between the Board and the Chief Executive Officer and the

Company Secretary;

- ✓ Monitor how the Board functions as a collective and how individual directors perform and interact at meetings;
- ✓ Encourage mentorship and skills development programmes that will enhance directors confidence and encouraging them to speak and make active contribution at meetings;
- ✓ Ensure that material matters in respect of the business or governance of the NYDA that he is aware of, are tabled at Board meetings.
- ✓ Support the CEO to develop the strategic plan which will provide strategic direction which is formalised through the Shareholders Compact with the Executive Authority
- ✓ Ensure that it effectively monitors all managerial and NYDA decisions and transactions;
- ✓ Communicate with External Stakeholders including partnership development and external relations especially with Legislative and Executive arms of Government;
- ✓ Lobby and advocate - within the context of the NYDA mandate & the provisions of the NYDA Act;
- ✓ Ensure a functional relationship with the Executive Authority;
- ✓ Set and guide the research agenda of the NYDA;
- ✓ Oversee the work of External (independent) Chair of Audit Committees;
- ✓ Present Status of Youth reports to Parliament as prescribed in the NYDA Act;
- ✓ Governance - fiduciary responsibilities including:
 - ◆ Chairing meetings of the NYDA Board;
 - ◆ Ensuring that Board and Board Committees perform their duties in accordance with the relevant Charters.
 - ◆ Act as liaison and maintain effective communication with all other Board Members to ensure functionality and effectiveness of the Board and its Committees;
 - ◆ Ensures that the Board receives adequate and regular updates from the Executing Authority and Chief Executive Officer on all issues important to the welfare and future of the NYDA;
 - ◆ Meets periodically with the Chief Executive Officer to optimise his liaison function and to ensure efficient communication between management and the Board;
 - ◆ At the request of and in coordination with the Executive Authority and the Chief Executive Officer, provide assistance on major policy issues such as expansion and capital expenditure and other similar strategic initiatives with significant operational and budgetary implications

Milestones achieved that the NYDA

- ✓ Led the NYDA to achieve three clean audits in succession
- ✓ Led the NYDA to achieve hundred percent (100%) performance

- ✓ Successfully advocated for non-requirement of experience for entry level government vacancies
- ✓ Successfully lobbied funds and mentorship for young South African Entrepreneurs internationally
- ✓ Increased the NYDA footprint from fourteen (14) to fifty four (54) branches
- ✓ Stabilization of Governance with appointment of sixty percent women in Top management
- ✓ Enhancing the image of the NYDA through an Activist Board
- ✓ Established former Chairperson & CEOs Forum to ensure that the NYDA continue to leverage to knowledge from the former senior Executives

**2 Human Resource Research Council (HRDC)
Member of HRDC Council 2019-**

Responsibilities

- ✓ Advice HRDC on strategic matters relating to HRD matters and to execute the decisions of Council.

**3 Small Enterprise Development Agency (SEDA) Western Cape, Eden George:
Business Advisor (2010-2017)**

Responsibilities:

- ▶ Duties performed: Provided necessary business advisory services to entrepreneurs and SMME's
- ▶ Facilitated the provision of Seda products to SMME's
- ▶ Use Diagnostic tools to analyze business performance and advice businesses accordingly.
- ▶ Co-ordinate and organize business Focus Groups.
- ▶ Conduct capacity building training for entrepreneurs and SMME's.
- ▶ Conduct outreach programs and information sessions for SEDA
- ▶ Project Manage interventions as a result of diagnostic tools.
- ▶ Manage Service Providers and provide capacity development where necessary.

Additional Responsibilities as acting Branch Manager (10/2013- 08/2014)

- ▶ Delivered on Operational targets in line with the Seda National Business Plan
- ▶ Implemented the Seda performance management framework that manages the level of quality of service delivery
- ▶ Developed and maintained sound stakeholder relationships.
- ▶ Managed the day to day operations of the SEDA main branch as well as the 4 additional satellite Branches.
- ▶ Managed and coached Business Advisors.

Skills obtained: SEDA CRM Operator

- ◆ Trained and accredited on Small Business Assessment Tool (SBAT)

- ◆ Accredited on the Pre-Start up Assessment Tool (PSAT)
- ◆ Accredited on Critical Planning Exercise (CPE)
- ◆ Accredited on Assessing Company Operations (ACO)
- ◆ Accredited Tender Training Facilitator
- ◆ Pre-start up training facilitator
- ◆ Business Skills- Small Enterprise CORE 1
- ◆ Small Business Counseling 4 creating new program

4 SEDA Branch: Eden, George, Western Cape SHINTSA Intern (2009-2010)

Responsibilities:

- ▶ Co-ordinating New Venture Creation focus groups

Duties Performed outside the scope of work:

- ▶ Conceptualized, planned and hosted the SEDA Youth Entrepreneur's Workshop that attracted over 500 young people from across the District in conjunction with NYDA. The event was attended by stakeholders such as SARS, NEF, DTL, IDC, CPPP and others. (February 2012)
- ▶ Conceptualized, planned and hosted the 1st ever SEDA Township business fair (eKasi Township fair) where SEDA registered SMME's

Milestones Achieved at SEDA:

- ▶ Three of my main clients won the Prestigious George Business Chamber Entrepreneur of the Year awards (2011, 2012 and 2014 Gala events)
- ▶ 2011 Success Story was chosen as the Provincial Success Story and subsequently one of the 9 National Success Stories
- ▶ 30 Success Stories to date
- ▶ 19 out of the 25 New Venture Creation (NVC) Focus Groups are still function after the program closed.

5 George Municipality, Intern (11/2008 – 12/2008)

Responsibilities:

- ▶ Assisted with the general office work.
- ▶ Assisted the Sport Officer with the performance of his duties.
- ▶ Co-organized the annual IRB 7's Tournament in Outeniqua Park.

6 ABSA Cape Epic (02/04- 09/04 2005 & 02/04-09/04 2007)

Responsibilities:

- ▶ Organize the race village for the World Series.
- ▶ Pitch tents and set up the venues on all nine stages.
- ▶ Part of the overall crew of the event.

EDUCATION

1 MANCOSA (2019)

Course: **Bachelor of Business Administration**

Registered Modules:

- ✓ Business Management A1
- ✓ Economics A1
- ✓ End-user Computing
- ✓ Business Mathematics

2 UNISA Short Course: Small Business Management (2011)

3 IMSIMBI Training Institute: Certificate in Project Management 3 (2013)

4 Nelson Mandela Metropolitan University (2009)

Course: **National Diploma: Sports Management**, Level of study: 3rd

Completed Modules:

- ▶ Management (Sport; Business; Human Resources; Events) I, II, III
- ▶ Marketing (Sales; Public Relations; Personal Selling) I, II, III
- ▶ Sport and Physical Recreations I, II
- ▶ Communications in English A I
- ▶ End User Computing (MS Word; Excel; PowerPoint; Outlook Express; Internet Explorer)

5 Excelsior College- Marble Hall (High School) (2002)

Highest Grade: Grade 12

Subjects: English 1st Language, Afrikaans 2nd Language, Mathematics, Physical Science, Biology & Accounting

LEADERSHIP AND HONOURS

- 1 National Youth Development Agency Executive Chairperson (2017-2020)
- 2 African National Congress (ANC): Western Cape Provincial Executive Committee (2015- Present)
- 3 Southern Cape Regional Executive Committee/Regional Working Committee (2013-2015)
- 4 George Sub-Regional Executive Committee (2010-2011)
- 5 George Central Branch Chairperson (2009-2012)
- 6 African National Congress Youth League: National Executive

- Committee (2015- present)
- 7 Southern Cape Regional Executive Committee Chairperson (2013-2015)
 - 8 Regional Task Team Convener 2013
 - 9 George Central Branch Chairperson (2008-2009) 6
 - 10 South African Students Congress (SASCO): Branch Chairperson 2004-2006
 - 11 Regional Treasurer 2006- 2007
 - 12 Nelson Mandela Metro University George Campus: SRC President 2006 and 2007
 - 13 P.E Technikon George Campus: SRC Sport Officer 2005
 - 14 Nelson Mandela Metro University George Campus:1st team soccer player and Executive Committee member.
 - 15 National Health Education and Allied Workers' Union: Western Cape Provincial Shop Steward
 - 16 Southern Cape Social and Economic Development Forum: Vice-Chairman

REFERENCES

Referees available on request