

COMMINDPOWER

ADVANCING BUSINESS THROUGH
SYSTEMATIC AND INTEGRATED APPLICATION OF DIVERSE SKILLS



Accredited Associate of
the Institute for Independent Business
Executive Associate - Accreditation Code
No. South Africa - 708886

Focused - Measurable - Sustainable



EXECUTIVE SUMMARY

CMMMindpower, established in 2006, is 100% owned and directed by a black South African, Christian (Chris) Mxoliswa Mbekela. Chris is a seasoned, competent and respected leader in human resources and knowledge management and has extensively demonstrated his skills in its practical application in the South African public and private sectors. With his expertise and strategic insight on how knowledge management programmes, leadership and general management practices lead to greater innovation, better customer experiences, consistency in good practices and knowledge access across organizations, as well as other benefits, organizations gain the competitive advantage to advance their business interests. CMMMindpower has developed strategic partnerships with other specialists in various fields of business.

VISION STATEMENT

Creating competitive, viable and sustainable business environment.

MISSION STATEMENT

Achieving objectives through our systematic and integrated application of diverse skills; knowledge and advanced business expertise

KEY VALUES

- Professional
- Service oriented
- Moral and ethical
- Customer/Client focussed
- Law abiding
- Uphold confidentiality

OBJECTIVES

COMMITTED TO:

Developing integral and trusting partnership with business owners/management and all levels of staff, encouraging a culture of service and co-operation with focus on adding value and skills transfer to ensure sustainable organizational and individual growth and development.

SKILLS COMPETENCES

- Business Audit
- Strategic Management and Strategy Development
- Human Resources Management and Development
- Business Intelligence
- Development of Measurable Operational Plans
- Change and Diversity Management
- Administration Services
- Employment Equity
- Industrial Relations
- Report Writing, Analysis and Editing Services
- Information Management
- Communication Management
- Operations Management
- Screening of Applicants (employment and tenders/bids)
- Policy Development and Procedure Implementation
- Business Plan Development and Implementation
- Marketing Research, Plans and Strategies
- Leadership and Management Development
- Research Design/Development and Implementation
- Business Plan Development and Implementation
- Workplace Health and Safety Plans/Strategies and Implementation
- Motivational Speaker

BUSINESS AREAS OF FOCUS

- SMME's
- Large Businesses
- All spheres of government and non-government organizations
- Individuals, Institutions of Learning and Professionals

BENEFITS

- Increase and sustain levels of liquidity and solvency
- Minimize effects of unethical practices
- Increase productivity
- Reduce Costs
- Retention of staff
- Increase market share
- Improve service levels
- Increase customer satisfaction
- Strengthens brand name
- Goal and results focussed application
- Minimizing business and management risks
- Business vision, strategy, policy and procedure adherence
- Performance measurability
- Performance accountability
- Practical emotional intelligence skills
- Organizational/Institutional sustainability

OUR BUSINESS PHILOSOPHY HINGES ON THE FOLLOWING CRITICAL SUCCESS FACTORS:

- Specific
- Measurable
- Attainable
- Realistic
- Time bound

FOCUSED – MEASURABLE - SUSTAINABLE

METHODOLOGY

- We conduct business assessment in order to identify strengths, weaknesses, threats, opportunities and stagnant areas in business.
- We have the capacity to detect underperforming functional areas within business.
- We assist business owners/managers to maximize business performance and staff productivity.
- We assist and capacitate business owners/managers to minimize business risks.
- We enable and capacitate business owners/managers to outperform competitors.
- We enable and empower business owners/managers to strategize and minimize the impact of internal and external factors.
- We empower business people with practical emotional intelligence skills (self awareness, self regulation, self motivation, empathy and social skills - we align and link these building blocks to the vision and the mission of the business -through this process we reflect on three predictors of success).
- We enable and empower business owners/management to sustain business strategic capabilities such as the input, operations and the output.
- We enable and empower business owners/managers to track down the movement and the location of resources and the utilization of such resources on a daily basis (financial; human and equipment) through internal control measures;
- We empower business owners/managers to ensure that the business is strategy driven.
- We empower business owners/managers to ensure that businesses are sources of motivation and, this ensures staff retention, business competitiveness and sustainability.
- CMMMindpower empowers business owners or managers with skills, knowledge and expertise to utilize advanced methods and techniques in screening applicants for employment and tenders etc.

PROJECTS UNDERTAKEN BY CMM MINDPOWER

IMVUSA TRADING 1118cc t/a GEBANE CONSTRUCTION

- Asset and risk management policy and systems
- Performance management policy
- Customer relationship policy
- Internal controls
- Strategic and operational plans

BACK TO EDEN NATURAL HEALTH THERAPY

- Annual operational plans
- Internal controls and procedures
- Business profiling
- Financial management systems and procedures
- Time management
- Administration systems and procedures

LEAP DIGITAL

- HR policy manual and procedures
- Institutional alignment with the legislative framework. i.e.: Basic conditions of Employment Act

2BOYZ

- Business audit and institutional restructuring.

CL CEMENT

- Over arching business strategy development and implementation
- Operations 'roll-out' plans

BCDA (Buffalo City Development Agency)

- Fixed asset policy
- Acting allowance policy
- Delegation policy
- Risk management i.e.: disaster/fraud policy
- Credit card policy
- Investment policy
- Petty cash policy
- Staff training and development policy
- Information policy in terms of Access to Information Act (2000)
- HR policy manual and procedures, including supply chain management policy and procedures

PROVEG (Fresh Produce Enterprise)

- Mentoring and coaching owners and management
- Institutional restructuring and reforms

ECITI (Eastern Cape Information Technology Initiative)

- Accredited mentor and coach

Mentoring and coaching the following Business Owners:

- East London Business Directory
- Resilient Services and Networks
- Zweni ICT Solutions
- Emazweni ICT
- Ukwindla Trading
- Invume Technology Solutions
- Virtual Afrika
- Breakthru Management

SYNOPSIS OF PROFESSIONAL WORK DONE AS A FULL TIME FUNCTIONARY

- Developed the Directorate of Finance 5 year Strategic Plan. The strategic plan was presented and adopted by the Buffalo City Municipal Council;
- Conducted high level investigative study on bureaucratic impediments and bottle necks within Stores Administration Section; Supply Chain/Procurement Section and Expenditure: Trade Creditors Section. The report based on the findings of the investigative study was presented and approved by the Chief Financial Officer on behalf of the Buffalo City Municipality and, subsequent to that the Portfolio Councillor: Finance endorsed the report in its entirety;
- Policies, internal controls and procedures in relation to specific functional areas such as the following: Revenue Management Section, Budget and Treasury Section and, Assets and Risk Section were put in place (80% of work regarding this task was completed);
- Projects relating to the development of performance operational plans for sections located within the Directorate concerned were completed;
- Policy audit was completed and;
- Work relating to the identification of institutional gaps was completed.

SYNOPSIS OF ACHIEVEMENTS WITHIN THE CONTEXT OF THE BUFFALO CITY MUNICIPALITY

- Organized a Bosberaad held on 4 and 5 September 2002 at the East London Golf Club for the Buffalo City Municipality. The strategic purpose of the Bosberaad was to outline strategic interventions and processes regarding the long-term strategic direction of the Buffalo City Municipality. The theme was: Improving Organizational efficiency, effectiveness and sustainability through transformation and restructuring. Served on the Resolution Committee.
- In Sweden in 2002, I was given an assignment to present a report on the geo-political and socio-economic situation of the Buffalo City Municipal area on behalf of the Buffalo City Municipality high powered delegation, to Gavle Municipality delegation.
- Developed a Communication Strategy to curb the proliferation of vandalism within the Buffalo City Municipal area. The purpose was to create awareness on far reaching implications caused by acts of vandalism. The strategy was adopted by the Buffalo City Municipal Council;
- Chairperson of the Project Team entrusted with the responsibility of establishing ward committees through out the Buffalo City Municipal area, in terms of the Local Government: Municipal Systems Act No. 32 of 2000 and, was the first incumbent/official to be entrusted with such a mandate.
- Rendered administrative and professional support to the following statutory mechanisms: Mayoral Committee, Municipal Council, Standing Committees, sub-Committees including special meetings.
- Former chairperson of the Job Evaluation Committee in the Amathole Region.
- Presented high level reports to Municipal Council meetings, Mayoral Committee meetings, relevant Standing Committee meetings, Tender Committee meetings and Restructuring sub-committee meetings.
- Centrally involved in the development of the City Manager's departmental functional structure including the Organizational Support departmental functional structure;
- Released press statements on the progress made on the establishment of ward committees and quite often were on Radio talk shows on the importance of establishing ward committees to entrench participatory democracy.
- Resolved community conflicts emanating from competing community interests.
- Conducted and facilitated workshops on ward committees for ward councillors.
- Presented concept papers on Buffalo City Municipality institutional restructuring to the Restructuring Sub-Committee, comprising of councillors and senior officials;
- Organized a city network meeting of minds event in 2003, on behalf of the Buffalo City

Municipality (Johannesburg Unicity delegation; Mangaung Municipality delegation and Buffalo City Municipality delegation were involved in the process).

- Organized a farewell event for the erstwhile East London Municipal Councillors.
- Did speech writing for the Mayor of the erst-while East London Municipality.
- Facilitated workshops for communities on challenges facing service delivery.
- Early 2003, Presented a paper on Buffalo City Municipality perspective on Performance Management to a conference held in East London, organized by SALGA Eastern Cape Province.
- As a senior official, I played a central role in amalgamation processes that led to inception of the Buffalo City Municipality.
- Developed Strategic Plan for the Council Support Department

PROJECTS UNDERTAKEN UNDER THE AUSPICES OF PRINCIPAL JOB EVALUATION COMMITTEE

- Facilitated workshops for Municipalities on job evaluation.
- Facilitated the implementation of various policies, plans, procedures and processes to aid the job evaluation process.
- Facilitated the development of Strategic Plans and the Communication Strategy for the committee.
- Successfully graded jobs for municipalities within our jurisdiction.

SUMMARY OF PROJECTS WITHIN THE CONTEXT OF THE ERST-WHILE GRAHAMSTOWN MUNICIPALITY CURRENTLY KNOWN AS THE MAKANA MUNICIPALITY

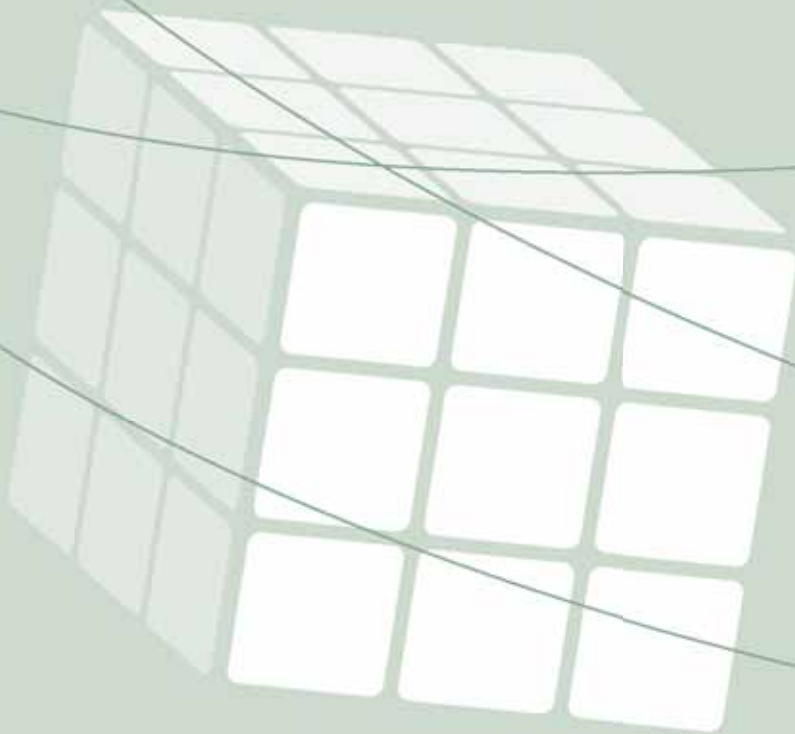
- Developed employment equity guidelines.
- Established management-union forum and was the chairperson.
- Developed guidelines and procedures regarding the awarding of bursaries.
- Developed guidelines and procedures on how to conduct interviews.
- Conducted in-house training for staff members (junior and senior).
- Developed a policy on long service awards.
- Developed policy, procedures and guidelines on the recruitment of staff.
- Developed guidelines on exist interviews.
- Developed policy, procedures and guidelines on the induction of staff.
- Compiled annual reports on the state of human resources.
- Chairperson of employment equity committee.
- Chairperson of the Albany Training Board.

PROJECTS UNDERTAKEN AT THE GRAHAMSTOWN DISTRESS RELIEF ASSOCIATION (GADRA).

- Identified poverty stricken individuals within the community of Grahamstown.
- Facilitated workshops on life skills.
- Conducted educational workshops for co-operatives and self help projects.
- Referred needy people to relevant establishments and statutory bodies.
- Facilitated the establishment Self Help projects for the needy people.
- Facilitated the establishment of co-operatives.
- In 1989, organized the Eastern Cape Summit on Co-Operatives.

PROFESSIONAL ACTIVITIES AS A STUDENT AT RHODES UNIVERSITY 1992 – 1995

- Assisted the then Head of Department of Sociology in monitoring elections held on 27 April 1994.
- Assisted the Professor concerned in interviewing ex-Robben Island Prisoners.
- During vacation, I did administration work for the Main Administration Department.
- Assisted the then Deputy Head: Main Library in executing his administration work.
- Did play an active role in discussions and debates around the transformation of Rhodes University;
- Did volunteer work for charity organizations as part of my social responsibility.



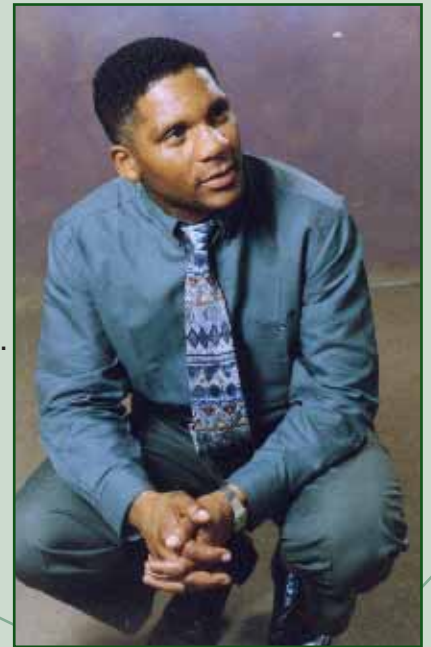
PROFESSIONAL PROFILE

FORMAL QUALIFICATIONS

- PhD Student: Rhodes University
- MBA: Business School Netherlands
- BSocSci Joint Honours: Rhodes University

PROFESSIONAL MEMBERSHIP

- Institute for Independent Business (IIB): Accreditation Code No. South Africa: 708886
- Institute of Management Consultants of South Africa No. 359
- Border Kei Chamber of Business No. 3437, serving on the employment relations forum subcommittee
- BNI
- Accredited mentor and coach by ECITI
- Accredited mentor and coach by Khula Finance Enterprise



SYNOPSIS OF EXPERIENCE

12+ years in management roles such as Human Resource Manager. Head of Department, Council Support Manager: Head of Department, and Strategy Consultant. Previous experience as Community Development Co-ordinator and Facilitator (2 years), Trade Union Exposure (4 years).

SYNOPSIS OF EXPERTISE

Leadership, HR Management, Planning, Strategy Formulation, Drafting Action Plans, Facilitation, Research and Policy Design/Development, Presentations, Workshopping, Public Relations Strategies, Events Management Strategies, Budgeting, Performance Management, Training and Development, Recruitment of Staff, Change and Diversity Management.

EDUCATIONAL DETAILS:

- PhD Student, Rhodes University (the topic is still confidential in order to protect copy rights).
- MBA, Business School Netherlands, 2004
[Core-courses included – Organizational Behaviour, HR Management, Marketing Management, Operations Management, Financial Management, Information Management, Strategic Management and Dissertation Topic: Challenges Facing the Implementation of Affirmative Action at Buffalo City Municipality In Terms of Employment Equity Act No.55 of 1998].
- Diploma in Business Management, Business Management Training College SA, 2002 Core-courses: Labour Relations, Business Economics, Management by Objectives and Art of Negotiation.
- Bachelor of Social Science (Joint Honours), Rhodes University, 1995
[Joint Majors – Industrial Sociology and International Relations]
Bachelor of Social Science, Rhodes University, 1992 to 1994
[Majors – Political Science and Industrial Sociology]

CAREER HISTORY

STRATEGY CONSULTANT: Directorate of Finance, Buffalo City Municipality,
09/2004 to 10/2006

Requested by the Chief Financial Officer through the HR Dept. to assist with formulating a 5 year strategic plan, formulation of policies, procedures and internal controls.

Overview of Activities

- Strategic Planning; Policy and Internal Controls Development and Implementation;
- Ensuring compliance with Finance Management Act, Municipal Systems Act 1 Regulations (etc); Identify policy gaps and make recommendations.

CHAIRMAN: Principal Job Evaluation Committee (PJEC), Buffalo City Municipality
07/2003 to 09/2004

Selected for secondment to represent SA Local Govt. Association as Chairman for the purpose of evaluating job-descriptions for all Municipalities in the Amathole District Municipality jurisdictions (Region 1).

Overview of Activities

- Preparation and planning of the project; Providing strategic leadership and guidance to the committee;
- Facilitating the smooth running and success of the process; effective spending of the budget, quality, activity of participants, communication between stakeholders, and meeting of deadlines.

STRATEGY CONSULTANT: Office of the City Manager, Buffalo City Municipality,
08/2002 to 06/2003

Seconded to the City Manager's department to facilitate processes leading to the formulation of the following policy related tasks 1) Institutional Performance Management; 2) Integrated Environmental Co-ordination; 3) Institutional Restructuring.

COUNCIL SUPPORT MANAGER: Head of Department, Buffalo City Municipality,
04/2000 to 07/2002

Core functions included Management of the Committee, Public Relations / Communication, and Community Liaison sections and the Office of the Mayor, budgeting and management of staff.

Overview of Activities

- Committee Division: General Management of the division including staff, legal, administration, policy, while ensuring that Committees operate within regulations and their activity properly documented.
- Public Relations/Communication Division: Developing and implementing communication strategy and action plans; Promoting internal and external PR to improve the image of the council; Arranging Civic functions; Media liaison and dealing with correspondence and Public enquiries.
- Mayor's Office - Planning and co-ordinating activities of staff; Ensuring that Mayoral speeches and press releases are of suitable standard and are correctly communicated; Strategic support for Mayor.
- Budgeting - Preparing and controlling budgets and expenditure for all departments.
- Staff Management - Performance Management; Training and Development, Recruitment; Allocation of work and assignments; Presiding over disciplinary hearings.

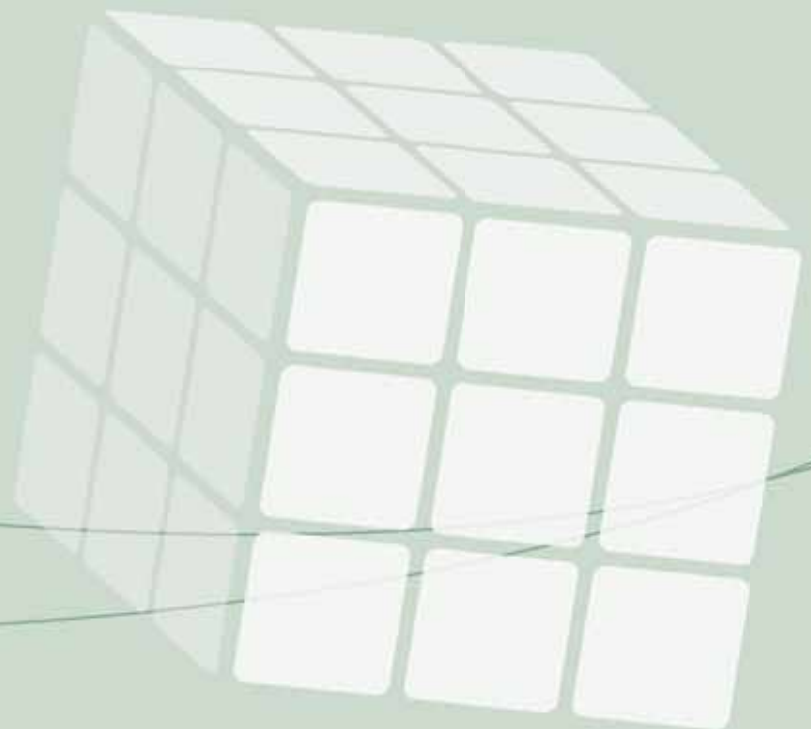
HUMAN RESOURCE MANAGER: Head of Department, Makana Municipality 03/1996 to 03/2000
General Management and strategic leadership of the HR function in the organisation.

Overview of Activities

- Development of HR policies, procedures, systems and practices
- Controlling and monitoring expenditure and budgets
- Manage training and skills development budget for the entire institution
- Maintain discipline and Condition of Service
- Develop and ensure effective implementation of Affirmative Action plans
- Manage and monitor staff performance
- Responsible for all staffing requirements
- Provide leadership, direction and guidance on all HR matters
- Monitor the payroll and employee benefits administration in consultation with Treasury Department
- Ensure compliance with the Legislative Framework.
ie: Occupational Health and Safety Act (1993)
- Manage Change and Diversity programmes in the workplace
- Responsible for facilitating Grading of jobs
- Manage Human Resource Planning
- Manage Corporate Social Responsibility Initiatives
- Submit HR related reports to relevant Standing Committees and Council
- Submit annual reports on the state of human resources to the last council meeting at the end of each year

PREVIOUS POSITIONS

- Full Time Student, 1992 to 1995, Rhodes University
- National Student Liaison Office, SA Youth Congress, towards the end of 1990 - 1991
- Grahamstown Transitional Local Municipality Councillor in 1995
- Community Development Co-ordinator/Facilitator, Grahamstown Area Distress Relief Association, 1989 - 1990
- In 1985 - 1988, South African Allied Workers Union (SAAWU) volunteer organiser for the Grahamstown branch
- Spokesperson of Grahamstown Peace Committee, established in terms of the National Peace Accord (early 1990's)





CMMINDPOWER

BUSINESS GROWTH AND DEVELOPMENT

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