

Curriculum Vitae
Ms. Anita van der Walt

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Areas of Expertise

- | | |
|------------------------|----------------------|
| • Compliance | • Policy Development |
| • Probity | • Analytics |
| • Contract Management | • Report Writing |
| • Contract Development | • Administration |
| • Cost Management | |

Future Aspirations

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| • Candidate Attorney | • Conveyancing Secretary |
| • Paralegal | • Litigation Secretary |

Professional Work Experience

Employer: Johannesburg Metropolitan Municipality Period: Sep.2019 – Feb. 2022
Designation: Senior Specialist Compliance and Advisory

Responsibilities:

- Advise management on applicable laws, regulations, rules and standards applicable to local government.
- Research and consult with departments and entities to establish the regulatory requirements for the development of a compliance universe.
- Identify potential areas of regulatory compliance vulnerability and risks.
- Identify compliance gaps in line with priority programmes, the group compliance universe framework and standard operating procedures.
- Coordinate the development of compliance risk management plans in line with the core legislative requirements, regulations, policies and procedures contained in the compliance universe.
- Monitoring the implementation of controls aimed at mitigating the risk of non-compliance.
- Review and evaluate activities undertaken by the City to ensure that these activities are in line with legislation, policies and procedures.
- Record results of departmental activities and compliance assessment results into reports.

- Maintain and revise policies and procedures for operations of compliance activities.
- Create awareness of the compliance programme through client interaction and training.
- Represent the department at technical and political cluster committees, group risk and governance committee and audit committee meetings.
- Conduct probity checks of procurement projects, to prevent unauthorised, irregular, fruitless and wasteful expenditure.

*Employer: **Johannesburg Metropolitan Municipality** Period: **Dec. 2017 – Aug. 2019***

*Designation: **Specialist Policy and Strategy***

Responsibilities:

- Provided strategic advice and recommendation with regards to the business policies, rules and regulations.
- Guided policy development to be in line with legislation and regulations.
- Developed standard operating procedures aimed at ensuring all processes conducted are compliant with legislation, regulation and policies.
- Developed strategies and measures as interventions aimed at ensuring that objectives of the department were achieved.
- Analysed departmental project information as part of the compliance management function to identify, monitor, and minimise compliance risks and reported potential exceptions to EXCO to prevent audit findings.
- Formulated reports for departmental EXCO on compliance performance and contract management.
- Provided programme and project management services.

*Employer: **Johannesburg Metropolitan Municipality***

*Period: **Feb. 2009 – Nov.2017***

*Designation: **Group Fleet Compliance Specialist***

Responsibilities:

- Consolidated requirements and service specifications from various users into tender specifications.
- Participated in contract negotiations and the development of service level agreements.
- Coordinated processes for the approval and implementation of contracts.
- Maintained appropriate records in relation to the cumulative contract performance and reported highlights, exceptions and trends.
- Planned, developed and implemented integrated systems for the management of contracts and related services, including adherence to contract deliverables by both parties, and the levying of penalties in accordance with contract provisions.
- Facilitated periodic contract review engagements, up to and including the approval of amended contracts.
- Facilitated and assisted with the resolution of contract queries and disputes.
- Chaired monthly meetings with clients and stakeholders in relation to contract performance and compliance.

- Compiled reports on performance of users of fleet management, highlighting exceptions and reporting incidents of poor fleet management.
- Monitored contract costs and consumption to ensure alignment with contracts approval limitations.

*Employer: **City of Johannesburg Municipality***

*Period: **Aug. 2007 – Jan. 2009***

*Designation: **Operations Manager***

Responsibilities:

- Fulfilled role of operations manager for the Member of the Mayoral Committee (MMC) Corporate and Shared Services, and Leader of Executive Business for the City of Johannesburg.
- Developed and implemented an administrative system to manage incoming correspondence, delegating tasks emanating from the correspondence to the responsible departments, recording response times and ensuring all requests were concluded in writing to the stakeholders.
- Developed and implemented a system to manage questions raised by party representatives elected to Council¹.
- Maintained accurate and clear records of all activities of the office.
- Coordinated workshops and facilitated site visits and compiled reports on these activities.
- Ensured all office requirements were available to ensure the effective management of the MMC's office.

*Employer: **City of Johannesburg Municipality***

*Period: **May 2002 – Jul.2007***

*Designation: **Personal Assistant***

Responsibilities:

- Performed the role of personal assistant for both the Member of the Mayoral Committee (MMC) of Community Development, Roads and Parks, and later the MMC of Corporate and Shared Services and Leader of Executive Business.
- Responsible for management of diary, correspondence, incoming calls and protocol.
- Acted as the first point of contact for the office, dealing with various stakeholders including members of the public.
- Compiled required reports, presentations and correspondence.
- Implemented and operated an effective filing systems.
- Liaised with staff and clients.
- Provided auxiliary support for the Leader of Executive Business.
- Ensured that all requests from Council Committee Chairpersons and Leader of Executive Business were processed and responded to.

¹ Council of the City of Johannesburg Metropolitan Municipality

Employer: ABSA Bank

Dec. 1990 – Apr.2002

Designation: Customer Services 2IC

Responsibilities:

- Responsible for ATM system balancing and inter-bank settlements.
- Resolve customer queries emanating from ATM withdrawals.
- Performed duties as a Teller.
- Managed front-line staff in terms of customer requirements and ensured that a high level of customer service was maintained at branch level.
- Resolved escalated customer complaints.
- Performed audits in line with policy requirements.
- Reconciliation of suspense accounts.

Education & Career Development

Grade 11, J.G Strijdom Hoërskool, 1989

Senior Certificate, Marais Viljoen High School, 2000

Certificate in Banking, Damelin, 2000

Bachelor of Law Degree LLB, University of South Africa, 2011

Short Course in Contract Management, University of Pretoria, 2015

Short Course in Fleet Management, University of Pretoria, 2016

Diploma in Legal Practice & Civil Procedure, Gawie le Roux Institute of Law, 2022

Certificate in Conveyancing Level 1 & 2, Gawie le Roux Institute of Law, 2022

Certificate in Bonds (Level 3), Gawie le Roux Institute of Law, 2022

Computer Literacy

Microsoft Office: Word, Excel, PowerPoint; Outlook and SAP

Languages

English and Afrikaans

References

NAME	DESIGNATION AT TIME OF EMPLOYMENT	TELEPHONE NUMER	E-MAIL ADDRESS
Christine Walters	Member of the Mayoral Committee (Retired)	0608879986	
Dr. Hennie Labuschagne	Unit Head: Management Support: Group Corporate & Shared Services	0824679307	henniel@joburg.org.za
Rendani Mutheiwana	Deputy Director Group Compliance & Advisory	0614413988	Rendani.Mutheiwana@gauteng.gov.za