**CURRICULUM VITAE**

**NAME: Mcolisi Mbuli**

**DATE OF BIRTH: 20 July 1983**

**GENDER: Male**

**NATIONALITY: Swazi**

**POSTAL ADDRESS: P.O. BOX 100 Mankayane**

**CONTACT NUMBERS: 76030496**

**EMAIL ADDRESS: mxolisi.mbuli@ymail.com**

**MARITAL STATUS: Married**

**NATIONAL IDENTITY NUMBER: 8307206100019**

**PERSONAL PROFILE**

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I enrolled at the University of Swaziland in 2002, for a Diploma in Law and I was awarded the Diploma in Law in 2005. Having obtained good grades, I further enrolled for my Bachelor of Laws (LLB Degree), from 2005, until 2010, where I was awarded the Bachelor of Laws (LLB), at the University of Swaziland, after extensive legal tutelage, so garnered.

I have high knowledge and skills in Legal and legislative matters , clear knowledge and understanding of conservation, industrial relations and environmental legislation and policies, General Administration, Human Resource.

I also have leadership and Management skills, effective interpersonal leadership skills, team work skills with the ability to manage and direct multi-disciplinary, problem–solving and decision–making skills with a demonstrable high level of initiative.

Further, I have effective communication, presentation and report writing skills accompanied with self-skills such as self-awareness, self-management and self-confidence.

I have 9 years 9 months of service, with 4 years 3 months in active private legal practice as an Attorney with the offices Justice M. Mavuso and Company, 2 years 3 months as an Employee Benefits Consultant, 3 years 10 with Eswatini National Trust Commission, as Legal Advisor, 5 months as an Attorney with DNM Attorneys and 1 month with the Ombudsman of Financial services as an Adjudicator.

As an employee benefit consultant with Aon Swaziland (then), I was responsible for providing legal advice to the Organization and clients, attending to compliance issues and advising the organisation and funds on national legislations, like the Retirement funds Act, FSRA Act, Income Tax Order and/ or circulars periodically issued by the Regulator, attending to drafting legal briefs and providing legal opinion, attending to setting up Retirement Funds i.e. Pension and Provident Funds, standalone funds and umbrella funds, attending to advising Clients on Pension and Provident Funds, attending to administering funds on behalf of Clients, attending to taking minutes during trustee meetings, attending to preparation of Minutes and Agenda for Trustees meetings, attending to Trustees meetings, attending to re-broking and annual scheme renewals, attending to insurance issues.

I was also employed by the Eswatini National Trust Commission as a Legal Advisor/ Company Secretary, where I was responsible for providing legal advice and tackling all legal issues, compliance issues within the Institution and I am responsible for corporate governance issues in the Institution. From the period 1st January 2018 until 31st December 2018, I was responsible for supervising and heading both the Legal Department and Human Resources Department. In the Human Resources Department I was the Acting Human Resources Manager for an Institution with a staff compliment of about 210 employees. I was also responsible for the procurement Department within the Institution, as I was the Procurement Chairperson, a position I have held since November 2017. My duties was to ensure compliance and that procurement was done in accordance with legislation and to further advise the Commission on procurement issues.

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**ACADEMIC QUALIFICATIONS**

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| **INSTITUTION** | **PERIOD** | **QUALIFICATION** |
| **UNIVERSITY OF SOUTH AFRICA** | 2020 | LLM IN CORPORATE LAW( ON GOING) |
| **JOHANNESBURG SCHOOL OF FINANCE** | 2017 | INVESTMENT FUNDAMENTALS FOR TRUSTEES |
| **JOHANNESBURG SCHOOL OF FINANCE** | 2016 | FIDUCIARY DUTIES AND FUND GOVERNANCE |
| **UNIVERSITY OF SWAZILAND** | 2005 – 2010 | BACHELOR OF LAWS(LLB) |
| **UNIVERSITY OF SWAZILAND** | 2010 | CERTIFICATE OF ATTENDANCE – HUMAN RESOURCES MANAGEMENT |
| **UNIVERSITY OF SWAZILAND** | 2002 – 2005 | DIPLOMA IN LAW |
| **MANKAYANE HIGH SCHOOL** | 1997 – 2001 | CAMBRIDGE O’LEVEL |

**OTHER ACADEMIC INSTITUTIONS AND ACCREDITATIONS**

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| **COUNTRY / INSTITUTION** | **COURSE** | **QUALIFICATION** |
| **ATTORNEY GENERAL’S CHAMBERS** | CERTIFICATE OF AUDIENCE | CERTIFICATE |
| **MINISTRY OF HOME AFFAIRS** | CERTIFICATE OF ADMISSION AS MARRIAGE OFFICER | CERTIFICATE |
| **HIGH COURT OF SWAZILAND** | ATTORNEYS PRACTICAL EXAMINATION CERTIFICATE | CERTIFICATE |
| **HIGH COURT OF SWAZILAND** | CERTIFICATE OF ADMISSION AND ENROLMENT | CERTIFICATE |

**WORK EXPERIANCE**

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1. **September 2017 to July 2020 ENTC**

I was employed at ENTC as Legal Advisor/ Company Secretary.

**Duties and Functions**

* Advising all departments on legal issues;
* Conducting legal analysis and research on various legal matters of the organization;
* Providing advise on different legal issues and drafting legal opinion, memoranda and other briefing documents;
* Conducting legal research;
* Working with environmental and conservation experts;
* Providing accurate and timely legal advise to the Commission on all Laws;
* Providing legal support to the CEO during Board meetings;
* Providing secretariat duties to the Executive Management;
* Drafting and preparing EXCO agenda and minutes in consultation with Head of Departments and the Office of the CEO;
* Performing Company Secretarial duties for the ENTC Board;
* Advising the ENTC Board of Commissioners on legal issues;
* Managing and critically analyzing contractual agreements between the Commission, staff and third parties;
* Assisting Human Resource Department on industrial relations and other legal issues;
* Drawing up formalities regarding the settlement of disputes and monitoring the implementation of legal clauses;
* Leading and managing the ENTC’s procurement department, in line with legislation;
* Overseeing the Human Resources department and function.
* Advising the EXCO on good practice in corporate governance, e.g. giving guidance on the legal implications of the way it discharges its duties, runs meetings, and makes decisions;
* Promoting the compliance framework to safeguard the integrity of the organisation;
* Counselling the EXCO on standards of ethical and corporate behavior;
* Ensuring the EXCO has the information it needs to make informed decisions;
* Being involved in risk management and corporate responsibility matters;

1. **June 2015 – August 2017 Aon Eswatini**

I worked for Aon Eswatini as an Employee Benefit Consultant.

**Duties/ Functions among others include:-**

* Attending to providing legal advice to the Organization and clients;
* Attending to compliance issues and advising the Organisation and clients on insurance and retirement legislations e.g. Retirement Funds Act, FSRA Act, Income Tax Order and/or circulars periodically issued by the Regulator;
* Attending to drafting legal briefs and providing legal opinion;
* Attending to setting up Retirements i.e. Pension and Provident Funds;
* Attending to advising Clients on Pension and Provident Funds;
* Attending to administering funds on behalf of Clients;
* Attending to taking minutes during trustee meetings;
* Attending to preparation of Minutes and Agenda for Trustees meetings;
* Attending to Trustees meetings;
* Attending to re-broking and scheme renewals;
* Attending to insurance issues.

1. **2011- 2013 JUSTICE M MAVUSO AND COMPANY**

I was employed as a Candidate Attorney for two years.

**Duties/ Functions among others include:-**

* To consult and give legal advice to both Individual and Corporate Clients;
* To institute and defend Court claims on behalf of Individual Clients and Corporate Clients, at the Supreme Court, High Court, Industrial Court and Magistrate Court;
* To consult and give legal advise to clients on industrial related issues and institution of proceedings in industrial matters;
* To institute and defend Clients before the Conciliation Arbitration and Mediation Commission and represent Clients in workplace disciplinary hearings;
* To formation and Registration of Companies on behalf of Clients and processing trading licenses;
* Drafting and preparing legal documents, constitutions, policies and contracts;
* To carrying out extensive legal research and providing written legal opinions to Corporate Clients and Individual Clients, on numerous legislations;
* Advising Corporate Clients and Individual Clients on Labour/ Industrial issues and the chairing of disciplinary hearings;
* Processing Insurance and Motor Vehicle Accident Funds claims on behalf of clients;
* Winding up estates of deceased persons;
* Debt collection, on behalf of Corporate Clients and Individual Clients.

1. **2013 – 2015 JUSTICE M. MAVUSO AND COMPANY**

I was employed as an Attorney and Managing Partner for two years from May 2013 until May 2015.

**Duties/ Functions among others include:-**

* Representing client in litigation at the High Court, Magistrate Court and Industrial Court level;
* Instituting and defending High Court, Magistrate’s Court and Industrial Court claims on behalf of clients;
* Consulting with and giving legal advice to clients;
* Carrying legal research and preparing legal opinions for my Principal;
* Taking instructions from my Principal on legal issues;
* Preparing for and attending disciplinary hearings;
* Drafting and preparing various court documents;
* Representing clients in disciplinary hearings;
* Assisting in general administrative work as assigned from time to time;
* Debt collection on behalf of both Corporate and Individual Clients.

1. **MARCH 2011 BRIDGE CORPORATE SERVICES**

I was employed as a Human Resources Consultant for one month.

**Duties/ Functions among others include:-**

* Developing data collection tools;
* collecting and consolidating data (pre and post survey);
* planning, participating and liaising with relevant stakeholders for the Organization.

**KEY SKILLS**

**Intellectual Skills**

* Creative thinker ( Coming up with excellent project initiatives);
* Good interpersonal and communication skills;
* Fast learner, flexible and easy to adapt;
* Can work under pressure even under minimal supervision;
* Able to meet deadlines;
* Self motivated and good motivator;
* Time conscious;
* Office management.

**Technical Skills**

* Computer literate,(Microsoft Office, Internet and Emailing)
* Project Proposal Skills and writing
* Consolidating data and analyzing data and drawing conclusions from research data.
* Valid Drivers License Code E.

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**ACADEMIC ACHIEVEMENTS**

1. LLM in Corporate Law (On going) – University of South Africa, January 2019;
2. Certificate in Public Procurement Training for Parastatals – University of Eswatini, October 2018;
3. Certificate in Managing Pension and Retirement Funds Effectively – Intelligent Africa Marketing & Training, November 2018;
4. Corporate Governance Training – Advantage Training, November 2018;
5. Certificate in Investment Fundamentals For Trustees – Johannesburg School of Finance, April 2017;
6. Certificate in Fiduciary Duties And Fund Governance – Johannesburg School of Finance, February 2016;
7. Certificate of Admission and Enrolment - High Court of Swaziland May 2013;
8. Attorneys Practical Examination Certificate - High Court of Swaziland February 2013;
9. Certificate of Admission as Marriage Officer – January 2013;
10. Certificate of Audience - Attorney Generals Chambers April 2011;
11. Bachelor of Laws (LLB) - University of Swaziland October 2010;
12. Certificate of Attendance Human Resources Management- University Of Swaziland - October 2010;
13. Diploma in Law - University of Swaziland October 2005;
14. O’Level - Mankayane High School November 2001.

**OTHER ACHIEVEMENTS**

* Winner of Gold Medal 2009 Moot Court held in Lesotho;
* Efficient with Internet Research platforms (Lexis Nexis, Law Library, SwaziLII, Safli, etc;
* Have officiated local marriages in terms of the Marriage Act, since admission as a Marriage Officer in 2013;
* Participated in the pre- sessional negotiations of the African Group of Negotiators – Addis Ababa Ethiopia, April 2015;
* Participated in the Tenth part of the second session of the *adhoc* working group on the Durban platform for Enhanced Action(ADP) – Bonn, Germany, September 2015;
* Participated in the UNFCCC COP 21/ CMP 11, Twenty first session of the conference of parties and eleventh session of the conference of the parties serving as a meeting of the parties to the Kyoto Protocol – Paris, France, December 2015;
* Participated in the UNFCCC Bonn Climate Change Conference – Bonn, Germany, May 2017.
* Participated in the UNFCCC COP 23/ CMP 13, Twenty third session of the conference of parties and thirteenth session of the conference of the parties serving as a meeting of the parties to the Kyoto Protocol – Bonn, Germany, November 2017.

**­­­­­­­­­­­­­­PROFFESSIONAL AFFILIATION**

1. Member of the Law Society of Eswatini.
2. Member of the Chartered Institute of Secretaries and Administrators Southern Africa;
3. Member of the Young African Lawyers;
4. Member of the African Group of Negotiators;
5. Board Member, Eswatini Man & Biosphere.

**REFERENCES**

1. **Ms. Nondumiso Simelane**

**Ombudsman**

**Ombudsman of Financial Services**

**Cell: 78029505**

**Tel: 24044464**

1. **Mr Sipho Simelane**

**Adjudicator**

**Ombudsman of Financial Services**

**Cell: 78029507**

**Tel: 24044464**

1. **Mr. Lungelo Mtshali**

**Human Resource**

**Financial Services Regulatory Authority**

**2406 8132**

**7808 8891**