

CURRICULUM VITAE

CONTACT DETAILS

- Full Name: Jacobus Jozua Bester
 - Permanent address: [REDACTED] Swellendam, 6740 (Home)
01 Lourens, Swellendam, 6740 (Work)
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 - Telephone number (landline): 028 514 8500
 - E-mail address: besterjoos@gmail.com (Private)
jbester@swelledam.gov.za (Work)
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PERSONAL DETAILS

- Date of birth: 22 October 1974
 - Place of birth: Maclear
 - Citizenship: RSA
 - Identity Number: RSA
 - Gender: Male
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EDUCATIONAL QUALIFICATIONS

Name of Institution	Description	Date
UNISA	Advanced Project Management Programme	2006
University of Stellenbosch	BMil (Science)	1999
Higher Agricultural School Marlow	Std 10 /Grade 12	1992

PROFESSIONAL AFFILIATIONS AND AWARDS

N/A

PROFESSIONAL DEVELOPMENT

Training / Certifications

Course/Seminar	Year
Contract Management SPL (University of Stellenbosch)	2019
Minimum Municipal Competencies (University of Stellenbosch) – 15 units	2020
GCC 2015 3 rd Edition Course (Candidate Academy)	2021
Construction Regulations 2014 (Candidate Academy)	2022
Understanding Stage 1 and 2 (Candidate Academy)	2022
Understanding Stage 3 and 4 (Candidate Academy)	2022
Understanding Stage 5 and 6 (Candidate Academy)	2022
Webinar - Relevance of Environmental Impact Assessments (Candidate Academy)	2023
Webinar – Renewable Energy	2023

CAREER HISTORY/ WORK EXPERIENCE

Current Employment

Company: Swellendam Local Municipality

Location: Swellendam, South Africa

Duration: August 2017 to current

Designation: Manager Project Management and Capital Programmes

Purpose: To manage the coordination and implementation of project management processes with regards to engineering projects (MIG, EPWP and other grant funded projects)

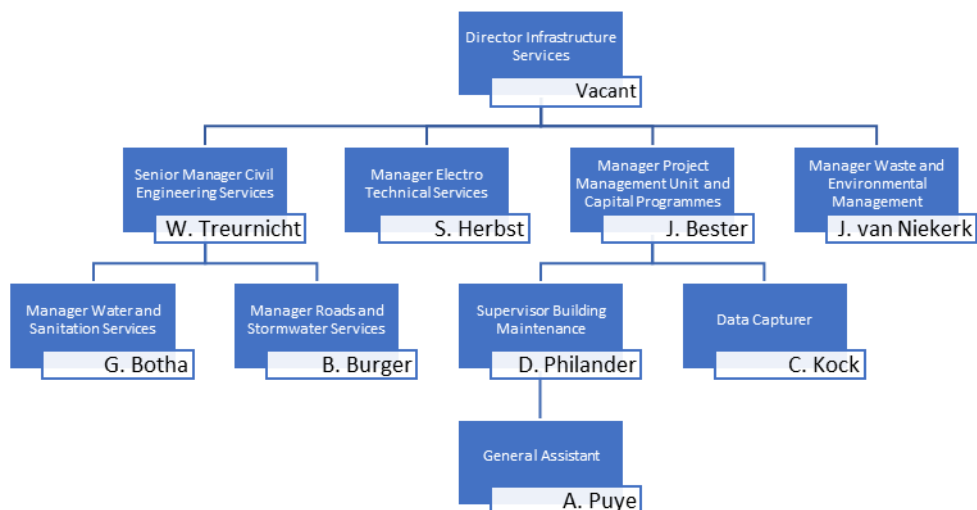
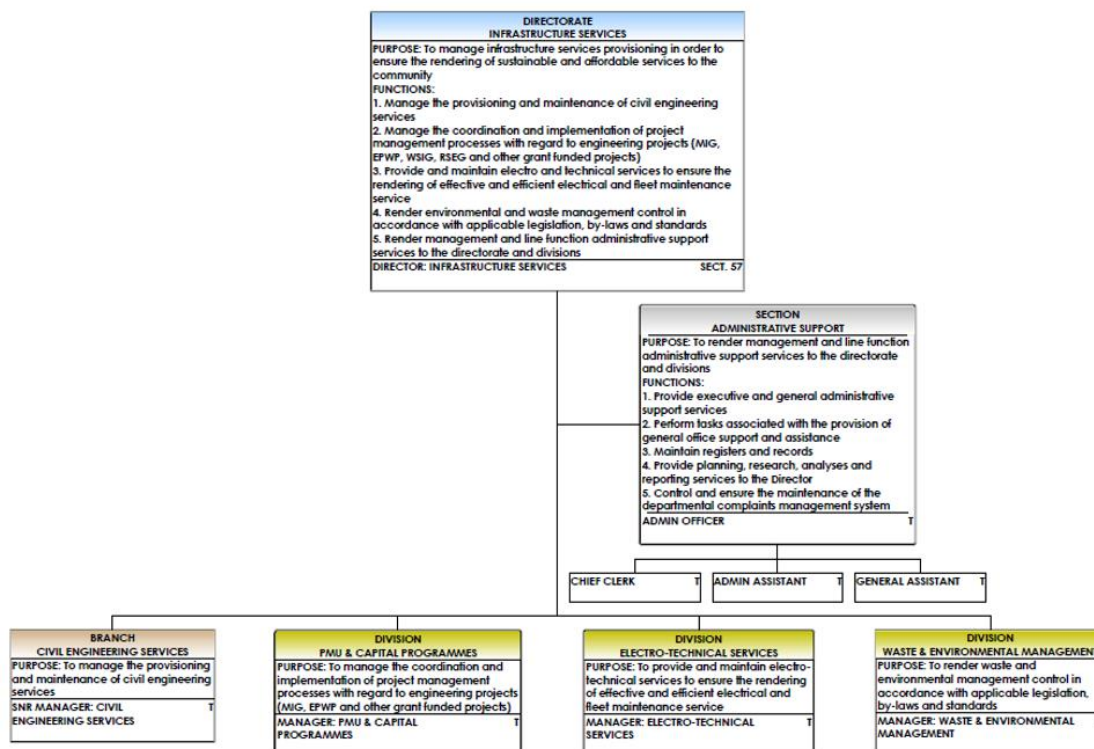
Core Responsibilities:

- Manage the planning and implementation of projects and ensure that projects meet planning objectives
- Provide project management support, execute feasibility studies and administer contracts
- Manage, monitor and control all projects/ contracts for all directorates / departments
- Provide reporting database and data capturing services
- Administer financial processes and contracts regarding projects
- Implement and monitor quality management systems (QMS)
- Coordinate project-based capacity building initiative
- Liaise with all departments to determine project needs and conclude 3-year implementation plan
- Ensure municipal building maintenance by means of structured, ad-hoc and emergency work in accordance with applicable legislation:
- Maintain and repair municipal properties, buildings and facilities
- Provide preventative maintenance services
- Compile monthly reports

Achievements:

- I managed and completed various projects successfully through the six (6) stages of project management.
- I am the chairperson of the Bid Evaluation Committee and all municipality tenders are evaluated by me.

Organigram:



Previous Employment

Company: Anix Trading & Construction (Pty) Ltd

Location: Sandton, Gauteng, South Africa

Duration: August 2014 to April 2017

Designation: Site Manager / Project Manager

Two construction sites, namely:

- Mehloloaneng 898 Housing Project (R120m)
- Silangwe (Nkantolo) 500 Housing Project (R69m)

Purpose: To manage the coordination and implementation of housing project and related matters

Core Responsibilities:

- Anix Trading & Construction (Pty) Ltd:
 - Site Management (Mehloloaneng Low-Cost Housing Project):
 - Managing the following Project activities:
 - Site Establishment.
 - Drafting of Project Program and Project Implementation Plan.
 - Engagement of Civil Engineer, Architects & Electrical Engineer on building plans and revisions.
 - Drafting the Bill of Material with QS and Main Supplier.
 - Controlling logistics and supply chain until completion of works.
 - Engagement of suppliers and contractor/sub-contractors.
 - Daily liaison with Residential Engineer with regards to inspections and quality assurance.
 - Management of day-to-day activities and planning.
 - Monthly Technical & Progress meetings with client and role players.
 - Monthly PSC meetings with stakeholders and beneficiary representatives.
 - Preparation of Happy Letters & House Hand Overs.
 - Managing of Project Administration in terms of:
 - Beneficiary administration.
 - Appointments & Contracts of contractors/sub-contractors & staff.
 - Updating of Project Implementation Plan.
 - Approval of Bill of Materials / Ordering of Materials.
 - Deliveries and Stock Balancing.
 - Completion of the following project reports/documentation:
 - Monthly Reports on Progress, Logistics and Finances.
 - Compilation & submission of claims to the Department.
 - Compilation of Site Diary.
 - Compilation of Technical & Progress Meeting minutes.
 - Compilation of PSC Meeting minutes.
 - Submission of FUR, Happy Letters & Certificate of Compliance (Electrical) to Department.

- Managing of HR administration in terms of:
 - Contracts of general labour, CLO and project staff.
 - Monthly timesheets, EPWP, UI19 for staff, general labour & sub-contractors.
 - Reconciliation of monthly petty cash and expenses.
 - Consolidation of payroll for general labourers and sub-contractors.
 - Consolidation of rentals.
 - Managing of disciplinary aspects such as warnings, dismissals, etc.
- Quality Assurance of deliverables / milestones in terms of:
 - Ensuring the delivery of work in terms of quality, time and budget.
 - Arrangement of the NHBRC (FUR), Department of Human Settlements, Municipality and Residential Engineer for inspections on milestones and completions.
 - Management of compliance related issues with relevant structures.
 - Oversight of the Health & Safety and Environmental matters. Induction, PPE, Clinic checks, tools and site inspections.
 - Completion of quality assurance forms
- Managing of the following general aspects:
 - Security on site.
 - Maintenance of vehicles, logs, fuel, etc

Company: Anix Telecommunication SA (Pty) Ltd
Year: Jan 2012 to July 2014
Designation: IT Manager/Project Manager
Purpose: Management of company ICT and ICT related projects

Company: Basic Blue Technologies
Year: Apr 2010 to Dec 2011
Designation: Operational Manager
Purpose: Management of company ICT and ICT related projects

Company: South African National Defence Force (SANDF)
Year: Jan 1993 to Mar 2010
Designation: Combatant

References

CONTACTABLE REFERENCES

Swellendam Municipality

Mr W. Treurnicht

Acting Director Infrastructure Services / Senior Manager Civil Services

028 514 8500 / [REDACTED]

(2021 to date)

Mr F. Erasmus

Director Infrastructure Services

028 514 8500 / [REDACTED]

(2017 to 2021)

Anix Telecommunication SA

Mr T. Theledi

CEO Anix Telecommunications SA

[REDACTED] / [REDACTED]

(Jan 2012 to Aug 2014)

Basic Blue Technologies

Mr S. Nkosi

CEO - Basic Blue Technologies

[REDACTED]

(Apr 2010 – Dec 2011)