

# CURRICULUM VITAE

2025



XOLELANI NTSADA

<p><b>Personal Information</b></p>	<ul style="list-style-type: none"> <li>• <b>SURNAME:</b> Ntsada</li> <li>• <b>NAMES:</b> Xolelani</li> <li>• <b>I.D. No.:</b> 7503166121083</li> <li>• <b>Nationality:</b> South African</li> <li>• <b>Gender:</b> Male</li> <li>• <b>Driver's licence:</b> Code 10 (C1)</li> <li>• <b>Contacts:</b> +2768 532 2836</li> <li>• <b>Email Address:</b> <a href="mailto:ntsadax@gmail.com">ntsadax@gmail.com</a></li> <li>• <b>Languages:</b> Xhosa, English, Pedi, South Sotho, Zulu.</li> <li>• <b>Residential Address:</b> 7 Langeveld Road, 42 Villa Montego, Vorna Valley, Midrand, 1686</li> </ul>
<p><b>Basic Education</b></p>	<ul style="list-style-type: none"> <li>❖ <b>Last school attended:</b> Tolweni Senior Secondary School.</li> <li>❖ <b>Qualification:</b> National Senior Certificate</li> <li>❖ <b>Year:</b> 1996</li> <li>❖ <b>Subjects Passed:-</b> <ul style="list-style-type: none"> <li>▪ English 2<sup>nd</sup> language HG</li> <li>▪ Xhosa 1<sup>st</sup> language HG</li> <li>▪ Agriculture HG</li> <li>▪ Biology HG</li> <li>▪ History HG</li> </ul> </li> </ul>
<p><b>Tertiary Education</b></p>	<p style="text-align: center;"><b>Qualification 1</b></p> <ul style="list-style-type: none"> <li>❖ <b>Year: 1999 Institution:</b> C&amp;D Security Training Academy</li> <li>❖ <b>Qualification:</b> National Security Certificate, Grade C</li> </ul>



<p><b>Experience</b></p>	<p><b>My Duties:</b></p> <ul style="list-style-type: none"> <li>• I provide strategic direction and leadership to the organization, setting clear goals, objectives, and priorities in alignment with the mission and vision.</li> <li>• I develop and implement strategies plans and initiatives to satisfy my clientele which is the community I serve.</li> <li>• Lead and manage senior management teams and department heads, providing guidance, support, and accountability to achieve departmental and organizational objectives.</li> <li>• Oversee day-to-day operations, including finance, human resources, operations, and other functional areas, ensuring efficiency, effectiveness, and compliance with policies and regulations.</li> <li>• Monitor and evaluate organizational performance, financial metrics, and key performance indicators (KPIs), identifying opportunities and risks and taking corrective actions as needed.</li> <li>• Foster a culture of innovation, collaboration, and continuous improvement, encouraging creativity, initiative, and excellence in all aspects of operations.</li> <li>• Build and maintain relationships with stakeholders, including investors, board members, partners, clients (beneficiaries), employees, and the community, representing the organization positively and advocating for its interests.</li> </ul>
<p><b>Work</b></p>	<ul style="list-style-type: none"> <li>• Manage financial resources, budgets, and investments prudently, optimizing resource allocation and capital allocation to maximize return on investment.</li> <li>• Ensure compliance with legal, regulatory, and ethical standards, maintaining integrity, transparency, and accountability in all business dealings and operations.</li> <li>• Lead crisis management and risk mitigation efforts, proactively identifying and addressing threats to the organization's reputation, financial stability, and operational continuity.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Communicate effectively with internal and external stakeholders, providing updates, progress reports, and insights on organizational performance and strategic initiatives.</li> <li>• Serve as the primary spokesperson and ambassador for the organization, representing its interests in public forums and media interviews.</li> </ul>

<p><b>Work</b></p>	<p><b>Previous Employer 1</b></p> <ul style="list-style-type: none"> <li>• <b>Employer:</b> Department of Correctional Services</li> <li>• <b>Position: Ad Hoc and Acting Manager</b> Communication Officer.</li> <li>• <b>Year:</b> 2015 to 2019</li> </ul> <p><b>Job description: -</b></p> <ul style="list-style-type: none"> <li>• Manage internal communication output by facilitating communication with the internal public through the use of Intranet, newsletter and social media platforms.</li> <li>• Conducting internal survey to ensure an employee satisfaction in the work-place.</li> <li>• Respond to inquiries from the public and media, and coordinate promotional events (Media liaison)</li> <li>• Maintain records of media coverage and collate analytics and metrics.</li> <li>• Prepare strategic communication plan for the Management Area.</li> <li>• Gather information on newsworthy incidents for media purposes.</li> <li>• Write media releases on newsworthy incidents. Edit, design and print internal publication for officials.</li> <li>• Organise events related to the national calendar of events.</li> <li>• Manage conflict as it arises and escalate to management.</li> </ul>
<p><b>Experience</b></p>	<p><b>Previous Position 2</b></p> <ul style="list-style-type: none"> <li>• <b>Position held:</b> Community Corrections Monitoring and Supervision Officer</li> <li>• <b>Year:</b> 2015 to 2019</li> <li>• <b>Employer:</b> Department of Correctional Services</li> <li>• <b>Job description:-</b> <ul style="list-style-type: none"> <li>• To monitor and supervise parolees and probationer in making sure that they stick to the rules and order of the court and parole board.</li> <li>• To assist parolees and probationer in cases where they need medical help, transfer and to get employment.</li> <li>• To reprimand the absconders and assist where there is a family dispute that threatens a way in which an offender should live under my supervision.</li> </ul> </li> </ul>
<p><b>Experience</b></p>	

**Work**

- To trace an offender when he/she ran away from the approved address and bring him/her to book.

**Previous Position 3**

- **Position held:** Case Officer
- **Year:** 2011 to 2015
- **Employer:** Department of Correctional Services

**Job description:-**

- Assess inmates using psychological tests and questionnaires to evaluate the offender's mental state and risk level.
- Interview newly incarcerated inmates to gather information about their work experience, education, social status, family background, health history and any current physical or mental impairment.
- Review criminal history, current charges and case files to assess risk to the public, other inmates and correctional facility staff.
- Recommends appropriate work detail, rehabilitation programs, activities, social services and psychological treatments required by the inmate.
- In conjunction with corrections staff, the case officer maintains inmate records regarding behaviour.
- Case Officers also reviews reclassification requests and makes further recommendations based on the inmate's progress, job performance, health and compliance with facility regulations.

**Experience**

**Work**

<p><b>Work</b></p>	<p><b>Previous Position 4</b></p> <ul style="list-style-type: none"> <li>• <b>Position held:</b> External Security Officer</li> <li>• <b>Year:</b> 2005 to 2010</li> <li>• <b>Employer:</b> Department of Correctional Services</li> </ul> <p><b>Job description: -</b></p> <ul style="list-style-type: none"> <li>• Escorting of inmates to hospitals and courts.</li> <li>• Patrolling of prison terrain in order to prevent theft and damage of state property.</li> <li>• Responsible for emergency security response in order to manage control fighting amongst inmates. Driving of inmates to hospitals and courts</li> <li>• Drive inmates to transfer them from one prison to another within Gauteng province and other provinces in South Africa.</li> <li>• Manning of Watch Towers and access control points in order to prevent escape of prisoners</li> <li>• Patrolling of prison terrain in order to prevent theft and damage of state property using a state car.</li> <li>• Responsible for emergency security response in order to manage control fighting amongst inmates.</li> <li>• To drive other members of Correctional Services in to drop them to their post such as relievers in hospitals when an inmate is being admitted. To change them shifts.</li> <li>• To monitor prisoners in Tembisa, Alexander, Diepsloot, Sandton, Fourways, Bryanston etc, those that are probationers and parolees.</li> </ul>
<p><b>Experience</b></p>	
<p><b>Work</b></p>	<p><b>Previous Position 5</b></p> <ul style="list-style-type: none"> <li>• <b>Position held:</b> Site Supervisor</li> <li>• <b>Year:</b> 2000 to 2005</li> <li>• <b>Employer:</b> Fingwa Security Services</li> </ul> <p><b>Job Description:-</b></p> <ul style="list-style-type: none"> <li>• To oversees guards who protect private property against theft and vandalism.</li> <li>• To ensure the safety of people on their employer's premises.</li> </ul>

	<ul style="list-style-type: none"> <li>• To perform patrol duties on sites manned by security guards.</li> <li>• To perform or conduct fire-arm inspection</li> <li>• To liaise with local police in cases of theft or attempted theft or any other cases that might need the attention of South African Police Service</li> <li>• To conduct risk management in order to determine disaster recovery plan.</li> <li>• To perform critical path method in order to ensure the smooth running of company's operations timeously.</li> </ul> <p><b>Previous Employer 6</b></p> <ul style="list-style-type: none"> <li>• <b>Position:</b> Sales Consultant</li> <li>• <b>Year:</b> 1997 to 1999</li> <li>• <b>Employer:</b> Happy Homes Furniture</li> </ul> <p><b>Job description:-</b></p> <ul style="list-style-type: none"> <li>• Engage with customer in a sincere and friendly manner.</li> <li>• Recommends merchandise to customers based on their needs and preferences.</li> <li>• Maintain knowledge of current sales and promotion, policies regarding payments and exchange, pick-ups and deliveries.</li> <li>• Respond to new and current client base regarding complaints and service enquiries.</li> <li>• Be a “brand ambassador” that represents the company’s brand and values.</li> <li>• Strong negotiating and selling skills.</li> </ul>
<p><b>Reference</b></p>	<ul style="list-style-type: none"> <li>• <b>Ms. V Mjana</b> (Corporate Manager) 063 067 6682</li> <li>• <b>Mr Tsunke</b> (Communication Manager) Communications. 011 208 9500 (9664)</li> <li>• <b>Ms. Tebogo Raphalane</b> (Manager HR and Utilization) Case Officer. 011 208 9609</li> </ul>