

# **Curriculum Vitae of Sifungile Chinyamurindi**

## PERSONAL INFORMATION

Name : Sifungile  
Surname : Chinyamurindi (born Mlanjana)  
Gender : Female  
Nationality : South African  
Date of Birth : 21 December 1983  
Languages : IsiXhosa, English, Afrikaans  
Drivers Licence : Code B

## EDUCATIONAL INFORMATION

Tertiary : **LLM Candidate (Master of Laws: Competition Regulations):** Univ. Fort Hare  
: **LLB (Bachelor of Laws):** Nelson Mandela Metropolitan University, 2010  
Board Exams : **Attorneys' Admission Board Exams:** Cape Law Society, 2012  
- Court Procedures (includes: high court, magistrate's court, criminal court, motor vehicle accident)  
- Wills & Administration of Estates  
- Attorneys' Practice / Ethics (includes: drafting of contracts, forms of business enterprise, insolvency law, matrimonial law, professional conduct, legal costs)  
- Bookkeeping for Attorneys  
Developmental : Business Risk Management – University of Cape Town (UCT), 2015  
: Certificate – BBBEE Act; Companies Act; Forms of Ownership & Registration of Companies; Corporate Governance; Analysis of Annual Financial Statements; Interpretation of Contracts, 2014  
: Certificate – Business Valuations; Mergers & Acquisitions, 2014  
Secondary : Matric, Cathcart High School, 2001

## ADMISSIONS

Admitted Attorney of the High Court of South Africa, 2015

## CORPORATE MEMBERSHIPS

ECGB Management Risk Committee : Member (2015 – 2017)  
ECGB Management Committee (ManCo) : Member (2016 – 2017)  
ECDC Executive Management Committee (EXMA) : *Ex Officio* Member (Dec 2019 – to Jan 2022)

## SKILLS & COMPETENCIES

Computer : MS Office, Internet, LawPac, BoardPad, Convene, Ghost Practice, MS Teams & Zoom  
Written : Contracts, Policy, Charter Drafting, Court Pleadings, Legal Opinions, Minutes, Reports  
Research : Legal Research, Vetting & Document Analysis  
Communication : Interpersonal & Presentation / Public Speaking  
Management : Recruitment, Mentoring, Training, Development, Decision Making, Performance Target Planning, Departmental Budgeting & Performance Reporting

## BUSINESS EXPERIENCE

Jan 2018 – Nov 2019 : Providing Legal Services (Contract Management, Compliance, Labour Law & Legal Opinions)  
Aug 2019 – Nov 2019 : Providing Company Secretariat Services (Corporate Governance)

## WORK EXPERIENCE

June 2022 – To Date : **Director**  
**Clark Laing Inc.**

- Partner
- Law Firm Governance
- Public / Corporate / Commercial Law
- Family Law
- Litigation

Feb 2022 – May 2022 : **Senior Associate**  
**Clark Laing Inc.**

- Public Law Unit
- High Court Litigation
- Public Sector Legal Opinions
- Policy Reviews for Public Sector
- Company Secretariat Services / Corporate Governance Advisory

- Dec 2019 – Jan 2022 : **Company Secretary (Senior Manager: Legal, Governance & Compliance)**  
**Eastern Cape Development Corporation**
- Legal Advisory (Corporate Law)
  - Corporate Governance
  - Legislative Compliance
  - Policy Drafting, Review & Management
  - Drafting and Reviewing Board and Committee Charters / TORs
- Sep 2016 – Dec 2017 : **Manager: Legal Services & Board Secretariat**  
**Eastern Cape Gambling & Betting Board (ECGGB)**
- Head of Legal Services & Board Secretariat Division
  - Legal Advisor to the CEO, Board & Committees
  - Member & Legal Advisor of the Bid Adjudication Committee
  - Managing & Overseeing the Legal Services and Board Secretariat staff, deliverables, assets & budget of the Division
- Aug 2012 – Aug 2016 : **Legal Officer: Legal Services & Board Secretariat**  
**Eastern Cape Gambling & Betting Board (ECGGB)**
- Providing Legal Advice to all divisions of the ECGGB, the CEO and the Board;
  - Managing the files of litigated and labour law matters, consulting, researching on relevant law and managing instructions extended to Attorneys and Advocates;
  - Drafting legal opinions on how disputes in the provincial gaming industry should be resolved by the regulator;
  - Compiling, drafting and updating the legal compliance framework for the organisation and the Board (legislative and case law compliance identification and monitoring);
  - Drafting, vetting and managing Contracts, Service Level Agreements & Memoranda of Understanding between the ECGGB and external stakeholders;
  - Interpreting various contracts of Licensees;

- Providing Legal Opinions on the interpretation of various sections of the Eastern Cape Gambling & Betting Act 5 of 1997, its regulations and other relevant pieces of legislation;
- Providing legal assistance in the amendment of the Eastern Cape Gambling & Betting Act 5 of 1997;
- Vetting Requests for Proposals for legal compliance prior to publication;
- Vetting Conditions of License to be in compliance with Board Resolutions and the Eastern Cape Gambling & Betting Act 5 of 1997;
- Attending meetings of various divisions to provide legal compliance support;
- Attending Board and Committee meetings to present Legal Services submissions and to ensure compliance with corporate governance principles;
- Monitoring compliance in bidding processes for issuing of gaming licences and compiling compliance reports to the Board;
- Drafting and conducting reviews on Legal Services Policies, Board Remuneration Policy, Board Charter, Committee Terms of Reference and Manuals;
- Providing Board Secretariat services: Minutes of Board & Committees, Compiling Packs (later electronically), arranging for logistics, induction and training of Board Members, administering Board remuneration, administering Board assessments

Additional Role:

**Sub-Program Supervisor: Legal Services & Board Secretariat  
Eastern Cape Gambling & Betting Board (ECGBB)**

- responsible for presenting legal matters and legislative compliance reports to the ECGBB Audit & Risk Committee;
- conducting the annual review of the Annual Performance Plan (APP) as well as the Operational Plan (OP) for the Division;
- identifying divisional risks, organisational legal risks and risk mitigation strategies;
- drafting and reviewing job descriptions of the employees in the Division;

- crafting the Division's Key Performance Indicators accordingly and in line with the requirements of the Government Department by which the Board was established;
- preparing and allocating the budget for the Division and costing the Indicators;
- Performance Reporting for the Division;
- Preparation of the Division's submission for the Annual Report of the organisation;
- Mentoring and training the interns in the Legal Services & Board Secretariat Division.

Jan 2009 – July 2012 :

**Candidate Attorney**

**Smith Tabata Inc.**

- Extensive Court Appearances;
- High Court, Regional Court & District Magistrates' Court litigation;
- Southern Divorce Court litigation;
- Civil, Commercial & Criminal litigation;
- Contract drafting & vetting;
- Debt Collection: inclusive of foreclosures, section 65 applications and garnishee orders;
- Representing corporate entities in opposing Debt Review Applications;
- Training junior Candidate Attorneys on the National Credit Act 34 of 2005;
- Training junior Candidate Attorneys on drafting, opposing and taxing Bills of Costs;
- Legal Analysis of billing debt book of a Metropolitan Municipality;
- Legal research and drafting legal opinions.

Feb 2008 – Nov 2008 :

**Legal Aid Student Consultant**

**Nelson Mandela Metropolitan University Law Clinic**

- Consulting with clients
- Drafting Letters of Demand
- Researching and preparing legal opinions for clients' legal matters

## **COMMUNITY ENGAGEMENT**

Street Law South Africa (2003 – 2005)

Guest Lecturer for Corporate Governance at University of Fort Hare (2015 – 2016)

Speaker at Africa for Africa Women's International Conference (2017)

Pro Bono Legal Advisory at Little Beacons Private Pre-School, Beacon Bay (2018)

Board Member: Meals on Wheels Community Services (NPO) (2021 – To Date)

## **CONTACTABLE REFERENCES**

Mr Gordon McCune

Occupation: Founding Director at GM Attorney

Relationship: former Principal at Smith Tabata Inc.

Cell: +27833056901 | Email: [Gordon@gmattorney.co.za](mailto:Gordon@gmattorney.co.za)

Mrs Gwyneth Koyana

Occupation: Advocate of the High Court

Relationship: former Manager at ECGB

Cell: +27832319328 | Email: [gkoyana@hotmail.com](mailto:gkoyana@hotmail.com)

Ms N Pietersen

Board Member ECDC

Governance Reference

Cell: +2771 231-3386 | Email: [nolitha2011@gmail.com](mailto:nolitha2011@gmail.com)

Ms F van Rooyen

Occupation: Attorney

Relationship: Colleague

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