

NZILA
SIMATAAA
CUR-
RICULUM
VITAE

PERSONAL STATEMENT

Focused and hardworking individual who is determined to have the most successful legal career possible. I have a great drive and passion for Civil, Commercial and Corporate Law with a zeal to gain further knowledge in these and other fields of law.

I strive to be well equipped to tackle the Legal and Corporate world, while being enthusiastic about professionalism and promoting justice. My dream is to become a sought after Civil Litigation or Commercial Attorney and I look forward to be surrounded by great minds who will shape me to be one of the best Attorneys.

I have great passion and love for people and hate injustice and my pursuit in law emanate from that.

I also have a background that spans over 11 years in the corporate industry having been employed in a Municipal setting. Working for a Municipality developed my ability to work in a highly pressured environment and still deliver quality work, as it was very demanding working while studying.

Working out at the gym to keep fit and healthy is an important part of my lifestyle. In my free time, I socialise with friends and family. I love travelling, reading, cooking and watching my favourite television programmes.

CONTACT INFORMATION:

PHYSICAL ADDRESS:

The Palms Ottery
Erf 603 Plantation Road
Ferness
Cape Town

PHONE:

+27 78 82 121 73

+27 83 72 641 40

nzilasimataa7@gmail.com

EDUCATION

1. Bachelor of Laws (LLB): University of South Africa.
2. Practical Legal Training (PLT): University of Cape Town School for Legal Practice. (L.E.A.D).
3. Certificate: Trial Advocacy - National Institute for Trial Advocacy South Africa. (Legal Education Centre).
4. Certificate: Practical Examination for Attorneys - The Legal Practice Council of South Africa.
5. National Diploma: Public Administration - Polytechnic of Namibia.
6. Certificate of Competency: Entrepreneurship and New Venture Creation – University of Witwatersrand Graduate School of Business Administration.

WORK EXPERIENCE PROFILE

A.

Institution: Municipality of Walvis Bay - Namibia
Position held: Corporate Officer - Supervisory level
Division: Corporate Services
Section: Corporate Secretariat
Sector: Public/Corporate
Years served: 2006-2018
Resignation: 2018
Reason for resignation: Further studies (University of Cape Town School for Legal Practice).

Core functions/duties:-

- > To provide the Municipal Council with an all-encompassing secretariat function.
- > Ensuring Councils overall compliance to relevant legislation particularly the Local Authorities Act.
- > Ensure Council's effectiveness and application of good governance.
- > Scheduling of all Council and Management Committee meetings as prescribed by the Act.
- > Compilation of agendas and meetings notices and distribute same to all relevant parties.
- > Minuting of all Council and Management Committee meetings resolutions and disseminating same to all departments inline with set procedures.
- > Providing corporate administrative support and related services to the Chief Executive Officer, Executive Management and Council.
- > Supervision of the Corporate Secretariat staff.

B.

Institution: Ministry of Agriculture, Water and Forestry - Namibia
Position held: Liaison Officer
Directorate: General Services
Sector: Government

PERSONAL DETAILS:

Native name: Nzila
Christian name: Lydia
Surname: Simataa
Gender: Female
Marital status: Single
Date of birth: 13-10-1978

Nationality: South African
Permanent Resident

S.A. I.D. No. 781013 0906 188

Country of origin: Namibia
Language spoken: English
Driver's license: Code B
Own vehicle: VW Polo

Years served: 2002 - 2006
Resignation: 2006
Reason for resignation: Career advancement

Core functions/duties:-

- < Providing administrative support to Management Cadre;
- < Taking minutes at Management Committee meetings and the Ministry's then Local Tender Board and disseminating same to all Directorates within the ministry;
- < Attending Agricultural shows, visiting and documenting the Ministry's agricultural projects around the country;
- < Liaising with all Directorates and;
- < Performing any other duties as directed by the Director.

SKILLS AND KEY COMPETENCIES

- Legal drafting skills;
- Creative, Innovative; and analytical skills;
- Good written and verbal communication;
- Liaison and interpersonal skills;
- Trial Advocacy skills;
- Computer skills etc.

PROFESIONAL ACHIEVEMENTS:

- (a) Appointed as Acting Manager Corporate Services on numerous occasions during my tenure at the Municipality of Walvis Bay.
- (b) Appointed as a Member of the Municipality of Walvis Bay Bid Evaluation Committee.

ACADEMIC RECOGNITION:

- (c) Certificate for Recognition of Excellence for best performance in the module Commercial Litigation Law Society of South Africa.

PROFESSIONAL REFERENCES:

1.
Name: Mrs Gail Kemp
Designation: School Director
Organisation: University of Cape Town
Department: School for Legal Practice - Legal Education and Development (L.E.A.D)
Email: gail.kemp@uct.ac.za
Telephone No. (W) +27 21 650 4481

2.
Name: Mr. Jan Kruger
Designation: Manager Corporate Services
Organisation: Municipality of Walvis Bay
Department: Human Resources and Corporate Services
Email: jkruger@walvisbaycc.org.na
Telephone No. (W) +264 64 201 3205/06
Mobile No. +264 811 220 805

3.

Name: Mr. Sandile Fuba
Designation: Candidate Legal Practitioner
Organisation: Guthrie.Colonani Attorneys
Steenberg Office Park
Tokai, Cape Town
Email: sandile@gclaw.co.za
Telephone No.(W) +27 21 701 3860
Mobile No. +27 83 726 4140

CHARACTER/PERSONAL REFERENCE:

Name: Ms Kristofina Asino
Profession: Town Planner
Designation: Lecturer - Spatial Planning
Faculty of Natural Resources and Spatial Sciences
Organisation: Namibia University of Science and Technology (NUST)
Email: kasino@nust.na
Tel No.(W) +264 61 207 2244
Mobile No. +264 81 124 3380

-END-