



**Songezo S. Sifumba** Pr. Eng. Tech.

**AREAS OF EXPERTISE**

- Project Planning
- Project Reporting
- Resource Management
- Risk Management
- Infrastructure projects
- Contract administration
- Contract Management
- Managing project quality

**PROFESSIONAL**

- Identify key issues
- Leadership skills
- Estimating costs
- Budgetary control
- Information gathering

**PERSONAL**

- Strategic thinking
- Conflict Resolution
- Problem-solving
- Analytical mind
- High levels of integrity
- Negotiating skills

**PERSONAL SUMMARY**

A pro-active and well represented Registered Professional Engineering Technologist who has required qualifications in Engineering and Law along with comparable experience of working to the highest standards. Possessing vast experience of coordinating and managing all project activity, Operations and providing clear guidance and leadership to a team and ensuring that all legislative requirements are fully met.

I have the following qualifications and requirements:

- ❖ **BSc (Civil Engineering), B Tech (Civil Engineering) and National Diploma in Civil Engineering.**
- ❖ **Registration as a Professional Engineering Technologist with ECSA**
- ❖ **Master of Laws (Professional Dispute Resolution)**
- ❖ **Member of the South African Institution of Civil Engineering**
- ❖ Have more than **14 years** in Project Management, Design, and Procurement and Contract Management experience in the Technical/Engineering Field with a focus and not limited to Stormwater and River system infrastructure and Meter Management. Have extensive managerial experience managing technical staff, contractors, and consultants.

I have acquired knowledge and experience in the application and administration of the MFMA, SCM Regulations and standard Forms of Contract (CIDB), in particular GCC 2015 (SAICE).

I'm able to work with a multi-disciplinary team and independently and have a **valid driver's licence**.

I have a long track record of ensuring projects are delivered on time and to the highest quality, within budget by effectively organising, managing, and utilising all resources. I'm currently working on the position of Senior Professional Officer (SPO) in the Commercial Service Department managing Meter Management Operations for all Regions and Laboratory Meter Management including Project Management.

Candidate of **MSc Project Management** and completed the following MSc Project Management modules at the University of Cape Town:

- Project Management and Systems Theory
- Project Planning & Implementation
- Human Resource Management & Interpersonal Communication
- Total Quality Management

**REFERENCES:****Mr. Moses Magotsi**

Transport PMO  
 Manager  
 City of Cape Town  
 Tel: 021 417 4046  
 Cell: +27 63 118 0713

- Research Methodology
- Project Risk Management
- Project Finance and Procurement

**Ms. Nomzamo Mqeta**

Chief Director:  
 MISA (Municipal  
 Infrastructure  
 Support Agent)  
 Previously Director  
 Infrastructure  
 Management:  
 Transport (City of  
 Cape Town)  
 Cell: 083 252 2669

**Mrs. Nondyebo Msolo**

Senior Project  
 Manager  
 City of Cape Town  
 Tell: 0214005767

**Mr. Joachim Van Wyk**

Senior  
 Professional  
 Officer  
 City of Cape Town  
 Tell: 021 400 4432

**Mr. Masibonge Tshiki** (Previously  
 Head: Project  
 Management City  
 of Cape Town)  
 Tshiki Consulting  
 Engineers  
 Cell: 082 958 5195

**PERSONAL PARTICULARS**


|  |  |
|--|--|
| Company Name   | <b>SCJJ Engineering Projects (Pty) Ltd</b>   |
| Date of Birth  | Songezo Stevens Sifumba<br>26.12.1977  |
| Address  | 23 Goldsmith Road Salt River<br>7925   |
| E-Mail   | <a href="mailto:Songezo.sifumba@scjj.co.za">Songezo.sifumba@scjj.co.za</a> ,<br><a href="mailto:sfmson001@gmail.com">sfmson001@gmail.com</a> |
| Cell:  | 0738690689   |
| Gender   | Male   |
| Nationality  | South African  |
| Driver's License   | Yes: Code B  |
| Specializations  | Civil Engineering, Project Management,<br>Design and Construction management   |
| Start date with SCJJ   | 01 August 2022   |
| Computer Literacy – MS Applications, SAP, MS Projects, SAP Project Systems (PS) and SAP Project Portfolio Management (PPM) |  |
| Professionally registered with <b>ECSA Pr. Tech Eng.</b><br>Position <b>Chief Executive Director</b>                       |  |

**QUALIFICATIONS**

|   |      |           |
|---|------|-----------|
| <i>MSc Project Management (3<sup>rd</sup> year)</i> | UCT  | Candidate |
| <i>Master of Laws in Dispute Resolution (LLM)</i>   | UCT  | 2018      |
| <i>BSc Civil Engineering</i>                        | UCT  | 2013      |
| <i>B Tech Civil Engineering</i>                     | CPUT | 2008      |
| <i>National Diploma Civil Eng.</i>                  | CPUT | 2007      |

**PROFESSIONAL AFFILIATIONS**

|   |                                   |
|---|-----------------------------------|
| <i>Registered with Engineering Council of South Africa (Pr. Tech Eng.)</i>  | Registration Number:<br>201470133 |
| <i>Member of The South African Institution of Civil Engineering (SAICE)</i> | Membership Number:<br>202101341   |
| <i>Member of the Water Institute of Southern Africa</i>                     | Membership Number: 40384          |
| <i>Member International Association of Hydrological Sciences (IAHS)</i>     | Membership Number: 19048          |
| <i>Member of the Society for Asphalt Technology (MSAT ZA)</i>               | Membership Number: SIFUS          |

|   | <b>CAREER SUMMARY HISTORY</b>  |  |
|--|--|--|
| <b>Operations Manager (Senior Civil Engineer)</b> and have more than 13 years' project managerial experience in Civil Engineering and Construction viz.: |  |  |
| Oct 2007 – Oct 2019  | Managed Capital, Ward Projects, Capital Stormwater projects and Stormwater maintenance projects.   |  |
| Nov 2019 – June 2020   | PMO (Project Manager) Transport Capital Projects monitoring total Value > <b>R2 billion</b>  |  |
| July 2020 – December 2021  | Manage Project Development of Capital Projects total value > <b>R500 million</b>   |  |
| January 2022 – July 2022   | Manage Meter Management Operations and Laboratory Services. Manage Meter Management Programs and Projects > <b>R2.5 billion</b>  |  |
| August 2022 – Current  | Chief Director and Managing Director of <b>SCJJ Engineering Projects</b> company. The company is registered within the CIPC database and is registered with Consulting Engineers South Africa. |  |

**Municipal Employment History Post Qualification Experience  
In City of Cape Town (Oct 2007 – July 2022)**

**January 2022 – July 2022**

My Core Responsibilities:

- Provide overall directive for water management Operations and Laboratory services, contract management, stakeholder management, private developments, and project management.
- Apply well-developed engineering analysis skills in order to contribute to building the strategic capability of the operations.
- Develop operational targets in support of tactical delivery plans and organisational strategic objectives in partnership with divisional leadership
- Manage the implementation of Special Projects and new technology to improve the revenue stream
- Provide overall technical and engineering direction and management of the Water Metering Operations section
- Drive and align customer service excellence culture that builds relationships and proposes innovations
- Plan, monitor and control expenditure of capital and operational budget of the section
- Implement risk management, governance and compliance policy and processes to identify and manage governance and risk expose liability

- Develop, monitor, and advise on operation delivery framework and strategy to establish and manage strategic internal & external relationships inclusive of the customer, service provider & relevant legislative agencies and structures.
- Scan the external environment to identify and take advantage of new knowledge of related acts, regulations & regulatory frameworks to improve results

| <b>DUTIES</b>               |   |
|-----------------------------|---|
| Manage Staff                | <ul style="list-style-type: none"> <li>• Manage 4 Regional Managers (Senior Superintends) that manage 4 Meter Management Regions City Wide</li> <li>• Manage 2 Verification Officers that manage the Laboratory services for Meter Management.</li> </ul>   |
| Meter Management Operations | <ul style="list-style-type: none"> <li>• Manage the day-to-day operations of the Meter Management in line with the City of Cape Town Municipality.</li> <li>• Provide strategic leadership and personnel Management to operational staff i.e., Senior Superintends, Superintends Technical staff and their staff personnel.</li> <li>• Member of the Bid Committees i.e., Bid Specification Committee and Bid Evaluation Committee in procuring of Tenders for Meter Management.</li> <li>• Manage contractor and supplier services and contractor performance</li> <li>• Responsible for verifying compliance and implementing policies, procedures and practices and instituting</li> <li>• Responsible for Citywide meter related capital and operational projects and programmes</li> </ul> |
| Project Management          | <ul style="list-style-type: none"> <li>• Manages the implementation of Water Meter projects i.e., New Connections, Replacements and Maintenance related.</li> <li>• Manage Indigent Leaks Programme</li> <li>• Participate in the identification and implementation of the appropriate R3billion, multi-year (7 to 10 years) AMI project solution for Cape Town; this programme of Upgrading 660 000 meters to remote reading technology.</li> </ul>  |
| Laboratory Services         | <ul style="list-style-type: none"> <li>• Manage the day-to-day operations of the Laboratory Services in line with the City and Directorate</li> <li>• Manage staff i.e., verification Officers that are to ensure accurate water meter testing and verification</li> </ul>  |

**July 2020 – December 2021**

|  |   |
|--|---|
| July 2020 - current  | CSRM – Water and Sanitation Senior Professional Officer |
| Manage Project Development of Capital Projects total value > 500 million |   |

| <b>Project Name</b>                  | <b>Fund</b> | <b>Total Estimate Project Cost</b> |
|--------------------------------------|-------------|------------------------------------|
| Diep River – Doorenbach Diversions   | USDG        | <b>R11 226 807.00</b>              |
| Diep River - Joe Slovo Pond          | USDG        | <b>R8 593 602.00</b>               |
| Diep River - Erica Road Outfall      | EFF         | <b>R10 106 001.00</b>              |
| Diep River - Theo Marais Canal       | EFF         | <b>R27 561 113.00</b>              |
| Macassar                             | USDG        | <b>R322 303 734.20</b>             |
|                                      | EFF         | <b>R138 130 171.80</b>             |
| Litter Traps City Wide               | EFF         | <b>R30 853 760.00</b>              |
| Grootboschkloof River                | EFF         | <b>R7 031 202.00</b>               |
| Spaanschemat And Prinskasteel Rivers | EFF         | <b>R13 759 402.00</b>              |
| Keysers River                        | EFF         | <b>R6 931 201.00</b>               |
| Westlake River                       | EFF         | <b>R9 214 402.00</b>               |

### **Responsibilities:**

- Co-ordinating all capital programmes and projects within the Catchment River Storm Water Implementation Branch, by providing financial, administrative, logistic and project management support
- Monitoring expenditure trends on all capital projects and ensuring adequate budget provision for the various stages of different projects
- Performing contract management functions in line with the relevant City guidelines and directives
- Managing the reporting functions
- Monitoring legal compliance and minimizing financial risk
- Maintaining records of agreements/approvals in respect of grant funding applications
- Ensuring compliance with all City policies and procedures.
- Manage the integrated planning of cross-cutting projects and programmes to ensure an effective, efficient, and integrated approach to service delivery.
- Undertake project scoping, including risk identification and mitigation/contingency measures
- Performs the full range and accountable for all project phases and aspects within the regulatory framework and project management principles
- Track and review the progress and performance of a programme and project
- Manages all resources involved in the programme and project.
- Exert influence across departments, liaising with internal and external stakeholders
- Apply an integrated body of knowledge and an understanding of governance and legislative processes.
- Compilation and presentation of reports
- Ensure successful implementation of projects within the confines of the relevant laws, policies, standards, systems, and procedures.
- Provide input into the preparation of project specific tender documentation and the evaluation of tenders by participating in the Bid Specification and Bid Evaluation Committee Processes Providing support, advice, and guidance processes to project team

Draft specifications and provide input in the competitive selection process for the appointment of consultants.

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**November 2019 – June 2020**

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|--|--|
| <b>Nov 2019 – June 2020</b>                  | <b>PMO (Project Manager) Transport Capital Projects monitoring</b>   |
| <b>Functions</b>                             | <b>Responsibilities</b>  |
| <b>Project Monitoring and Reporting</b>      | Perform project monitoring and evaluation functions to ensure adherence to project plans and attainment of project outputs.<br>Transport Capital projects screenings i.e., Financial Planning, Procurement, Demand Planning, Contract Management, Project Life cycle, Project Risks, Project Benefits, Project Scope and Schedule and Governance.                      |
| <b>Project management decision support</b>   | Provide project management decision support behind successful project implementation. Managing Land Acquisition information matters.   |
| <b>Project Coordination:</b>                 | Coordinating project processes to ensure collaboration and integration across multiple departments and stakeholders.   |
|  | Implement Projects and Programmes: Implementing projects in accordance with the necessary project management technical skills and knowledge areas, including Planning, Financial, Procurement & Contracts, Risk, HR, Stakeholder, Legal, Technical, Quality and Information Management aspects; Issue Resolution; Information Management, Project Administration, etc. |
| <b>Manage the utilisation:</b>               | Managing project related resources and capabilities within respective projects for greater efficiencies and impact.  |
| <b>Project decision support:</b>             | Project decision support: Researching, analysing and disseminating factual information to inform or support the decisions, choices and direction of projects controlled and closed using agreed upon methodologies, systems and standards.   |
| <b>Project Administration and Support</b>    | Provide the necessary project administration and support services during project execution. Such services include amongst others: administrative, logistical, knowledge management, financial and contract management support services.  |
| <b>Organisational Learning and Knowledge</b> | Project Management maturity: Developing, implementing and monitoring initiatives to improve the project management maturity level of the organisation.   |

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**Oct 2007 – October 2019**

**WORKING DUTIES AND RESPONSIBILITIES**

|                            |  |
|----------------------------|--|
| <b>Oct 2007 – Oct 2019</b> | <b>Managed the District 5 Capital and Ward projects including stormwater projects.</b> |
|----------------------------|--|

My duties included but not limited to:

- Manage Ward allocation projects and Capital projects.
  - Responsible for the projects from inspection until completion.
  - Manage site program/project financials, resource commitments and deliverables
  - Managing co-ordination of the partners engaged in the project.
  - Detailed project planning and control.
  - Managing project deliverables in line with the project plan.
  - Manage delivery dependencies, risks and issues
  - Liaison with Stake holders i.e. Councilors, rate payers associations, public and etc.
-

- Manage work by service providers including contractors
- Worked with Superintendents and Depot staff in projects that involve maintenance
- Planning and initiating capital projects
- Project cost estimations
- Manage funds i.e. Ward allocation funding and Capital funding
- Contract drafting and appoint service providers
- Administer contracts

#### **Other engineering and contract management duties**

Involved in the designing, drafting of specification and drafting of works contract documentation for Roads and Stormwater Engineering infrastructure and managing the construction works projects on site to make sure the contractor adheres to the specifications and not limited to:

### **(Oct 2007 – October 2019) Stormwater-related Capital and Maintenance Projects**

My responsibility was Project Management: Planning, Design, Procurement and Contract Management of stormwater and river-related projects. Manage the execution and represent the Transport District in Sub-council meetings. The key project was the Langa upgrading project. I was responsible for the implementation of the Capital Langa upgrading project in Langa Township. The project was focusing on alleviating flooding due to the lack of conventional stormwater system capacity. The project was upgrading the water system making sure it drains the water to the canal. It was my responsibility to ensure that the stormwater drains properly hence alleviating flooding. Managing contractor on-site and contractor teams.

| <b>Period</b>       | <b>Project Description</b>  | <b>Project value</b> |
|---------------------|---|----------------------|
| Oct 2007 – Jun 2009 | Managing year-to-year Catchment and Stormwater Maintenance Projects Langa Stormwater Upgrading Projects | > R10 million        |
| Oct 2007 – Oct 2016 | Managing year to year Catchment and Stormwater Capital and Maintenance Projects                         | > R20 million        |

### **Ward Allocations Projects (Oct 2008 – Oct 2019)**

*My responsibility was to manage the execution of all District 5 Ward Allocation projects and represent the Transport District in Sub-council meetings. My responsibilities ranged from project initiation, scoping, feasibility, Conceptual Design, Detail Design, execution, Close Out and Review. I was also responsible for providing input on the behalf of the district 5 Capital projects to the monthly Progressive Capital Expenditure Report (PCER) report that monitors the implementation of the City's financial Capital Budget at a WBS element level. The completed PCER is submitted to various for each month and forms the basis of monthly reporting to the Executive Mayor Ito Sec 71 (MFMA), Sub councils, Finance Portfolio, etc. The PCER requires input to be provided in respect of the monthly monitoring information on contracts, where relevant to a specific project. This procedure is not only a MFMA requirement (section 116(2) (b)) but should generally contribute to proper performance management of contracts and agreements.*

### **Other Major Capital Projects**

My responsibility was to represent the Transport District in the following Capital projects. Present the progress in the District progress meeting.

| <b>Period</b> | <b>Project Description</b> | <b>Project value</b> |
|---------------|----------------------------|----------------------|
|---------------|----------------------------|----------------------|

|                      |  |                             |
|----------------------|--|-----------------------------|
| Oct 2008 – Jun 2010  | District Representative in Rehabilitation of the Sea Point/Mouille Point Sea Wall and Paving project.  | R 7 189 771.11 (excl. VAT)  |
| Nov 2011 – June 2012 | District Representative in Joe Slovo Phase 3 A – Bulk Civil Works. I represented the district in this project and I was involved the project involved the construction and upgrading of Roads, Storm water, Road rehabilitation and maintenance of sections of the roads in Langa. | R 11 456 980.48 (excl. VAT) |
| Feb 2013 – Feb 2014  | District Representative Rehabilitation of Mouille Point Sea Wall: Phase 1  | R15,750,815.30 (excl. VAT)  |

### Capital Projects

#### Other Capital projects.

Responsible (not limited to) for all project elements including internal planning, engineering design, quality planning and final phases and ensuring the project remains within budget in order to meet the requirements. Compile all technical specifications accurately, prepare cost estimates. Develop projects implementation strategies. Manage overall resources requirements for projects, tracking allocation and prioritisation. Mitigate issues, risks and challenges. Develop a quality Control plan for all projects and ensure compliance to quality standards. Facilitate project team meetings. Ensure a safe working environment, practices, and compliance with OHS Act.

### Continuous Development Training

In-depth contract management and engineering knowledge completed development training

| Date | Seminar/ Course   | Knowledge Outcomes                               |
|------|---|--|
| 2021 | Contract Management Framework & Guide Training  | Contract Management and Administration           |
| 2021 | Project Managers' Forum 2021  | Project Management skills                        |
| 2021 | Contract Law  | Contracts  |
| 2020 | Project Managers' Forum   | Project Management skills                        |
| 2020 | CoCT Project Management Body of Knowledge   | Project Management skills                        |
| 2020 | Demand Management   | Demand Planning                                  |
| 2019 | Bid Committee MFMA (Transport)  | Procurement, SCM regulations and MFMA compliance |
| 2017 | JBCC Conditions of Contract of 2014   | Contracts  |
| 2017 | Prof Negligence, Liabilities & Risk   | Contracts  |
| 2017 | FIDIC Contract Documents  | Contracts  |
| 2017 | General Conditions of Contract  | Contracts  |
| 2016 | Contract Law  | Contracts  |
| 2015 | Procurement and Tender Administration   | Contract documentation                           |
| 2014 | Procurement and Tender Administration   | Contract documentation                           |
| 2010 | The preparation of Contract Documentation and administration of Civil Engineering Contracts | Contract documentation                           |
| 2010 | Gravel Road Design, Construction & Maintenance  |  |
| 2010 | SADC Road Traffic Signs Manual  |  |
| 2008 | South African Road Traffic Signs Manual   |  |
| 2016 | Project Planning & Scheduling   |  |
| 2016 | G- MS project 2007/2010   |  |



2021 | X2 - Adv Excel: Reporting & Applications  
 2021 | X1 - Super Excel

**SAP courses and other Training**

| <b>Date</b> | <b>Seminar/ Courses</b>                             |
|-------------|---|
| 2009        | SAP PS Cost Planning Budget & Investment Management |
| 2009        | SAP PS Project Set-Up & Categorisation              |
| 2009        | SAP PS Project Ex, Prd End Clsr & Proj Anl          |
| 2009        | SAP PS Project Management                           |
| 2011        | IMQS/PMS Software Training                          |
| 2012        | SAP PM Notifications                                |
| 2012        | SAP PM W/O Plan, Create, Clsr, Stlmnt               |
| 2012        | SAP PS Cost Planning Budget & Investment Management |
| 2012        | SAP PS Project Set-Up & Categorisation              |
| 2012        | SAP Notification Creator Cwmp                       |
| 2013        | SAP Hr Performance Management                       |
| 2014        | SAP PPM Capital Project Portfolio Planning          |
| 2014        | SAP PPM Capital Portfolio Proposal                  |
| 2014        | SAP PPM Capital Portfolio Delivery                  |
| 2015        | Labour Relations                                    |
| 2015        | Local Govern Legislation & Collect Bargaining       |
| 2015        | Local Labour Forum Training                         |
| 2016        | Workplace Skills Planning and Reporting             |
| 2017        | Road to Professional Registration                   |
| 2020        | SAP PPM Training Course                             |
| 2020        | SAP Central Contract Repository Training            |



**The certificates would be provided on request.**