



SKILLS AUDIT FORM

This Member skills audit will be valuable for the Institute for Municipal Administration of Southern Africa in the development and updating of Limpopo IMASA Branch Skills Profile. It will also provide important data for the training and career development of each Branch Member.

Please note that the sensitive information requested in this questionnaire are required by the following legislation ; i.e Employment Equity Act (55/1998) , Skills Development Act (97/1998) , SAQA Act (58/1995). i.e Distinction between White, African, Coloured and Indian workers.

Information furnished in this questionnaire will be treated in a confidential manner. Your co-operation with filling in this questionnaire is appreciated.

1. Personal Details

Pay Number : S42		Department : Corporate Services Dept.			
Job Title : Section Head: Legal		Section : Legal			
Surname : Heitbrink		Title : Mrs			
Full Names : Maria Elizabeth					
Date of Birth : 1 January 1950			Age : 57		
ID No.5001010062084		Home Language		Afr/English/German	
Sex :		Female			
Race (Please Tick)		African	Coloured	<input checked="" type="checkbox"/> White	Asian
Do you have any Disability		Yes		No NO	
If yes please specify :					
Marital Status	Single	Married	Divorced	Widowed	Separated
		M			
Number of dependent :		3			
Residential Address	1 Scholtz Avenue, Musina				

	0900				
Postal Address :	c/o Musina Local Municipality P/Bag X 611, Musina, 0900				
Telephone (Home) :	015 534 0687	Telephone (Work) : 015 534 6135			
	Cell Phone : 083 630 3650				
Please State your Citizenship	SA				
Do you have citizenship (Please Tick)		Yes	No		
Immigration permit number :		Date Issued			
Use the following Codes : A = Good B= Fair C= Poor					
Home Language ↓		Specify Language proficiency	Speak	Read	Write
Afrikaans		A	A	A	A
Other Language proficiency					
English		A	A	A	A
German		A	A	A	A
Language Preferred for correspondences.			English		

Extra Mural Activities: e.g Participation in sports activities – also state capacity /position and awards (if any).

.....Gardening.....

2. Education

Proof of any educational qualifications referred to must be attached to this form to ensure that it would be acknowledged.

Last School Attended	From	To	Highest Standard Passed	Date	Subjects / Courses Passed
Hoërskool Brandwag	1963	1967	Matric	1967	Afrikaans
					English
					German
					Economics
					History
					Biology
					BA (ITC)
Post School Qualifications					
Institution	From	To	Degree / Diploma Certificate	Date	Subject / Course Passed
University Pretoria	1970	1974	BA	Sept 1974	Dramakunde
					Spraakkunde
					English
					French
					German
Present Studies					
Institution	Date Enrolled	Subjects Enrolled	Name of Course & Qualification	Date	Subject / Course Passed
UNISA	1991	Public Adm.	Institute of Town Clerks Diploma	1991	Public Adm. 1
	1992	Municipal Administration	“	1992	Mun. Adm. 11
	1992	Municipal Government Law	“	1992	Mun Gov. Law
UNISA	Jan 1994	Translation Science	Passed two courses	Jan 1995	

Membership of Professional Institution /	INSTITUTE OF TOWN		ILGM FULL	Jan 1996 to	
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Association and Date(s) attained / registered.	CLERKS GRADUATE MEMBER IMASA FOUNDING MEMBER	March 1993 1998	MEMBER	1997	
Apprenticeship Trace	Registration Number	Registration Date	Progress		
Formal Training – Courses Attended in an official capacity					
Name of course	Local Authority Course	Duration	Date	Presenter / Provider	Certificates obtained A = Attendance B= Competence C= None
Introd toLocalGov.	Training Board for Local Government Bodies	2 days	19-20 July 1995	Prof Koekemoer	A
Skills Dev. Fac.	Megro College	3 day	March 2001		A
IDP	IDASA	4 days	Oct 2001		A
PC Word	KPMG	1 days	3.12.2001	C Sieberhagen	B
Excell	KPMG	1 day	5.12.2001	“	B
Word cont.	KPMG	1 day	7.12.2001	“	B
Arbitration Skills	Umnotho	2 days	25-26 Feb 2002		C
Legislative drafting	Technikon	3 days	5-7 Aug. 2002		C
DPLG Perf. Mng system	Univ. Stellenbosch	Oct/Nov. 2001 & Feb 2002	9 Dec 2002		C
Supply chain	BEESS	30.11.2004			

Mng					
Administration of Capacity Assessment Tool	DPLG	4 days	5-8 April 2005	GFA Mng.	C
CCMA training	SA Labour Guide	1 day	15 Sept. 2005	I Israelstan/ Andre Claassen	B
Workplace Disc.	SA Labour Guide	1 day	7 Oct 2005	“	B
Local Gov. Performance Mng.	Belgravia	3 days	21-23 June 2006	Belgravia Institute of Mng.	A

Course attended in private capacity					
Name of Course	Institution	Duration	Date	Presenter / Provider	Certificates obtained A = Attendance B = Competence C = None

List all Seminars / Conferences attended in an official capacity (Last 1 year)					
Place and content of Seminar/Conference	Date / Duration of Presentation				
IMASA	EVERY YEAR				
List any other work related skills you have acquired not listed in any of the above.					
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Do you need any further training / skills to perform this work satisfactory ?				Yes	No
If Yes please specify :					NO

Have you received any on the job training?			Yes	No	
If yes, when and what kind of training did you receive and who did the presentation?					
Do you have a career plan at present?				Yes	No
If yes, what are the training / development areas and skills and exposure you require for the career plan?					
If no, what do you regard as possible developmental areas?					
Please indicate your immediate Training Needs.					

3. Employment Record – Begin with your current job

Present Position at the Municipality/Board/Company	Department	Post Level
Section Head: LegalCorporate Services Department.....1..... ...
When were you appointed in this position.(Date)Appointed as Town Secretary in July 1995 – change of job title to Section Head: Legal in 2003.....		
Place of Work ...Musina	Employment Status : Permanent /Temporary /Contract Seasonal	Permanent Permanent Temporary / Contract

Brief Description of main duties
Manage Legal matters, (including Labour Relations) for the municipality in terms of relevant Statutes, Council Resolutions, By-laws.

4. Previous Work Experience

Employer	Period	Job Title	Brief Description of Main Duties
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	Employed		
Akasia Municipality	1988 to 1995	Adm. Officer	Committee Clerk/Administrative

5. General

Please raise any other issues which you feel reflect your skills, interests and abilities.	I have a wide range of experience in the corporate services field of local government and could be a mentor.
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I hereby certify that the information stated above is a true accurate reflection.

Signature :

Date: 11.4.2007

Print Name : ...ME HEITBRINK