

MOLEBOGENG MATALENI MALULEKE

Occupation	Contract Manager
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Education

2022 University of South Africa LLB
2013 University of the Free State BSc Hons: Quantity Surveying
2010 University of Pretoria BSc Quantity Surveying <i>*Member of the student culture executive committee - Portfolio: Arts and Functions (2010)</i>
2006 ST Thomas College Grade 12 (Matric) <i>*Head Girl (2006)</i>

Professional Certifications / Registrations / Memberships

Member of the Royal Institute of Chartered Surveyors

Professional Courses / Training

2015	Advance Diploma in organisational leadership	Towerstone
2014	NEC3 training	MDA Consulting
2013	Construction Computer Software- Forecast Budget & Cash flow	Candy South Africa
2012	Negotiation skills	ALUSANI
2012	Mastering FIDIC and NEC workshop	Global Prospectus
2012	Effective construction contract management and administration	ALUSANI

Career History

1.1	AUG 2023 - CURRENT
VIVO ENERGY	
CONTRACT MANAGER – REPORTING TO MANAGING DIRECTOR	
Responsibilities	
<ul style="list-style-type: none"> • Primary point of contact with respect to any contractual requirements within the business · Contract Management • Supporting and assisting the development team in creating, negotiating and executing project contracts · Ensuring compliance with all contractual requirements • Managing contractual process • Expediting of milestone payments • Monthly certificates and Managing Suppliers • Performing risk and value management and cost control 	

1.2	SEP 2019 – JULY 2023
GLENCORE COAL	
<p>CONTRACTS OFFICER – REPORTING TO FINANCIAL MANAGER</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Contract Management • Preparing and maintaining contractual documentation • Adjudication of tenders • Managing contractual process • Expediting of payments • Measurements, Monthly certificates and Managing Suppliers • Performing risk and value management and cost control • Cash flow forecast 	
1.3	JAN 2018 – SEP 2019
STEFANUTTI STOCKS	

<p>SENIOR QUANTITY SURVEYOR – REPORTING TO COMMERCIAL DIRECTOR</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Site Support function - Head office based • Advising and ensuring compliance to contractual procedures • Material procurement • Measurements, Monthly certificates, Cost Reporting and Managing subcontractors • Performing risk and value management and cost control <p>Major Projects</p> <ul style="list-style-type: none"> • Mareersburg Tailings Storage Facility – For Rustenburg Platinum Mines • Upgrading of the Hammarsdale Interchange on National Route 3 Section 2 Km 9.4 • Crossroads Precinct: Taxi Rank Bulk Earthworks and Musa road Alignment 	
1.4	JAN 2011 – DEC 2017
Grinaker-LTA Earthworks Engineering	
<p>QUANTITY SURVEYOR</p> <p>Responsibilities</p> <p>Measurements, Monthly certificates, Financial Reporting and managing subcontractors · Reporting to project manager/ Commercial manager and Branch Manager</p> <p>Major Projects</p> <p><i>Rehabilitation of the N1 Freeway (Between Km 19 and Km 39) Trompsburg to Fonteintjie in the Free State (January 2015 – Dec 2017) As a Senior QS:</i></p> <p>Compiling the monthly payment certificate for submission to Resident Engineer Compiling the monthly financial report for in house reporting purposes (to compare allowable against the costs of the particular month on the project) Notifications and claims for any variations or extra work that we are required to carry out. · Monitoring the daily costing done by the Junior engineer to check if they are meeting the set daily production and within the required allowable (Checking if the team is using plant which was allowed for at tender stage to execute the project)</p>	