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# CURRICULUM VITAE

## PERSONAL INFORMATION:

Name : Maboee Nthejane  
Date of Birth : 10 June 1974  
Nationality : South Africa  
Cell Number : 084 037 2477  
Electronic mail : [Maboee@enviroafrica.co.za](mailto:Maboee@enviroafrica.co.za)  
Drivers Licence : Code B  
EAPASA Reg. No. : 2022/4942

## COMPUTER SKILLS

I have good working knowledge of the following:

- Microsoft Powerpoint, Word, Excel and Outlook;
- GoogleEarth

## EDUCATION

- 2007 University of the Free State, Bloemfontein  
**Degree: MSc. Botany (Plant Ecology)**  
Also completed the Environmental Science MSc.module (GGF 728) that covered:
- Conducting Environmental Impact Assessments;
  - Implementation of Environmental Management Systems;
  - Environmental auditing;
  - Environmental performance evaluation;
  - Strategic Environmental Assessment;
  - Environmental Risk Assessment;
  - Life Cycle Assessment; and
  - Social Impact Assessment.
- 2004 University of the Free State, Bloemfontein  
**Degree: BSc Honours Botany**  
Modules completed include: Plant Ecology, Water Ecology, Research Techniques, Plant Taxonomy, Literature Studies, Scientific Writing and Publication Skills and a Research Project in Water Ecology.
- 1996 National University of Lesotho  
**Degree: Bachelor of Science**  
Majoring in physical geography courses that included hydrology and meteorology, soil science and geomorphology as well as biology courses that include ecology, microbiology and plant physiology.
- 1991 Lespec Institute  
**Qualification: Lesotho Science Pre-Entry Course**
- 1990 Lesotho High School  
**Qualification: Senior Certificate**

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**PROFESSIONAL COURSES AND TRAINING UNDERTAKEN:**

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| 2010 | Aspects International<br><b>Course: Environmental Auditing</b><br>The course covered the importance of auditing environmental management systems, types of environmental audits, how to conduct audits, especially legal compliance audits, and compiling environmental audit reports.                                                                                                                                                                          |
| 2010 | University of Cape Town<br><b>Course: Promotion of Administrative Justice Act</b><br>The course covered the expected and acceptable conduct of an administrator of the law in a government department.                                                                                                                                                                                                                                                          |
| 2009 | Western Cape Provincial Training Academy<br><b>Course: Project Management Certificate</b><br>The course covered the fundamentals of project management, developing a project scope statement, determining the work required to accomplish objectives, developing an integrated project management plan, monitoring and controlling execution of a project management plan and coordinating the closure of projects.                                             |
| 2009 | Cape Peninsula University of Technology<br><b>Course: Environmental Compliance and Enforcement Certificate</b><br>The course covered how to conduct professional site inspections, investigations and enforce the law within my mandate as an Environmental Management Inspector. The laws that I was trained to enforce during the course are the National Environmental Management Act No. 107 of 1998 and associated specific Environmental Management Acts. |

**CAREER HISTORY**

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|------------------------------------------------|-----------------------------------------------------------------------------------------|
| March 2022 to present                          | EnviroAfrica Environmental Consultants                                                  |
| April 2014- 31 March 2021                      | Western Cape Department of Environmental Affairs and Development Planning, South Africa |
|                                                | Control Environment Officer (Grade A)                                                   |
| July 2008 – March 2014                         | Western Cape Department of Environmental Affairs and Development Planning, South Africa |
|                                                | Environmental Officer Production (Grade C)                                              |
| Feb 2006 – August 2006 and Jan-2007 – Dec 2007 | NSVT Environmental Consultants, South Africa                                            |
|                                                | Environmental Assessment Practitioner                                                   |
| Feb 2001- Feb 2003                             | L.I.F.E High School                                                                     |
|                                                | Science Teacher                                                                         |
| March 1999 – October 2000                      | Mohale Dam Contractors, Lesotho                                                         |
|                                                | Environmental Control Officer                                                           |
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## **EMPLOYMENT HISTORY:**

### **EnviroAfrica Environmental Consultants**

**Cape Town      15 March 2022- present      Environmental Consultant**

#### **Duties and Responsibilities**

##### **Duties and Responsibilities**

- Compiling environmental assessment reports that meet the legal requirements on behalf of prospective developers and submitting the reports to the competent authority or licensing authority for decision-making.
- Conducting environmental audits
- Conducting Environmental Control Officer work
- Conducting environmental due diligence investigations for development proposals on behalf of prospective developers and then consulting the competent authority or licensing authority for written confirmation regarding the feasibility of the development proposals

### **WESTERN CAPE DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

**Cape Town      01 April 2014 – 31 March 2021      Control Environment Officer (Grade A)**

#### **Duties and Responsibilities:**

- Administering the Probation and Performance Management System of Production Environment Officers
- Timeously co-ordinating the compilation, review and assessment of Individual Performance Development Plans, and Quarterly Probation Reports of Production Environment Officers.
- Managing quality and productivity of Production Environment Officers with respect to the evaluation of EIA applications in terms of the relevant environmental legislation.
- Ensuring that Production Environment Officers process applications for environmental authorisation according to the EIA Regulations and relevant guidelines within specified timeframes.
- Managing work quality and productivity of Production Environment Officers with respect to the provision of environmental comment and advice on assigned non-application enquiries (including internal enquiries such as ministerial enquiries, parliamentary questions and applications/cases dealt with by other Departmental units).
- Managing the productivity of Production Environment Officers with respect to the implementation of the compliance monitoring strategy for environmental authorisations by:
  - Ensuring that Production Environment Officers complete not less than the minimum required number of legal compliance audits per quarter.
  - Ensuring that when non-compliance has been detected during compliance monitoring, Production Environment Officers draft acceptable memorandums that refer the cases of apparent non-compliance to the Environmental Law Enforcement Directorate of the Department.

### **WESTERN CAPE DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

**Cape Town      July 2008 – 31 March 2014      Production Environment Officer (Grade C)**

#### **Duties and Responsibilities:**

- Reviewing EIA, waste management licence applications and drafting the appropriate decisions in terms of the National Environmental Management Act No. 107 of 1998 and National Environmental Management Waste Act No. 59 of 2008.
- Providing written comment regarding EIA applications that affect the Western Cape Province, in cases where the decision-making authority is the National Department of Environmental Affairs.
- Providing written comment to municipalities of the Western Cape Province when they request clarity on how the National Environmental Management Act No.107 of 1998 applies to the various development proposals that are submitted to the municipalities for approval in terms of the laws administered by municipalities.

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- Commenting on Environmental Management Plans and Environmental Management Programme Reports submitted to the Department of Mineral Affairs by mine developers for authorisation.
  - Providing specialist biophysical advice to other government Departments, local authorities and developers regarding development applications and spatial planning.
  - Using relevant information systems for reviewing development proposals in the Western Cape Province, e.g. SANBI's Biodiversity GIS.
  - Conducting compliance monitoring as a qualified Environmental Management Inspector in order to ascertain that the implementation of development proposals authorised by the Department is done in compliance with the conditions of authorisation (compliance auditing). I also drafted memorandums for the referral of cases of non-compliance to the Environmental Law Enforcement Directorate of the Department.
  - Liaising with stakeholders such as municipalities, CapeNature, Heritage Western Cape and the Department of Water Affairs on the implementation of legislation and related policies that have a bearing on the environment.
  - Peer reviewing the work of my colleagues before the colleagues submit the work to the relevant supervisors.
  - Mentoring junior officers on how to review applications to enable the officers to do good quality of work.
  - Maintenance of my case administration spreadsheet to avoid missing work-related deadlines.

**NSVT CONSULTANTS      Feb – Aug 2006 and Jan – Dec 2007      ENVIRONMENTAL ASSESSMENT PRACTITIONER**

**Duties and Responsibilities:**

- Conducting botanical surveys for inclusion in environmental assessment reports
- Compiling the required environmental assessment reports on behalf of developers and submitting the environmental assessment reports to the competent authority for decision-making.

I took a break during the period of August 2006 to December 2006, to concentrate on my MSc.

**L.I.F.E HIGH SCHOOL      February 2001 –December 2002      SCIENCE TEACHER**

**Duties and Responsibilities:**

- Teaching Chemistry to Senior classes and Integrated Science to Junior classes
- Performing the administrative duties of a class-teacher

I left this position in 2003 to pursue post-graduate university qualifications.

**MOHALE DAM CONTRACTORS      March 1999 – October 2000      ENVIRONMENTAL CONTROL OFFICER**

**Duties and Responsibilities:**

- Liaising with the Environmental Officer appointed by the project's Engineering Consultants and addressing the said officer's concerns.
- Environmental monitoring and reporting regarding the dam construction activities, to enable the Contractor to comply with the relevant environmental specification and to minimise environmental damage.
- The environmental monitoring activities included:

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- Measuring various physical, chemical and biological parameters in the Senqunyane River and ensuring that dam construction and related activities are kept under control so that the parameters do not exceed the specified limits.
  - Measuring the dust generated on different parts of the dam construction site and implementing dust control measures to ensure compliance with the specified dust generation limits.
  - Regulating the system of waste collection from the contractor's camps and the different parts of the dam construction site and the disposal thereof at the landfill site.
  - Environmental training of the contractor's employees
  - Treating fuel and oil contamination when spills had occurred in water bodies and on the soil.

I left this position as the project approached completion.

#### LANGUAGE PROFICIENCY

| Language | Read | Write | Speak |
|----------|------|-------|-------|
| English  | Good | Good  | Good  |
| Sesotho  | Good | Good  | Good  |
| IsiXhosa | Fair | Fair  | Fair  |