



CURRICULUM VITAE OF SPHETHO SIYENGO

Managing Director, Buyolo Business Advisory Services (Pty) Ltd

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Durbanville, Cape Town, Western Cape, South Africa

1. PROFESSIONAL AND ACADEMIC QUALIFICATIONS

Master of Business Administration (University of Stellenbosch Business School, 2007)

Bachelor of Science (University Western Cape, 1995)

Bachelor of Education (University of the Western Cape, 1999)

Higher Diploma in Education (University of the Western Cape, 1996)

Diploma in Business Management (Damelin College, 2003)

Project Management certificate (Peninsula Technikon, 2000)

Certificate in Financial management for non-financial managers (University of Pretoria, 2003)

Certificate in Creativity, Innovation and Technopreneurship (University of Pretoria, 2004)

Membership of professional body: National Association of BEE Consultants (NABC)

2. LANGUAGES PROFICIENCY:

isiXhosa (speak, read, write)

English (speak, read, write)

Afrikaans (speak, read, write)

isiZulu (speak, read, write)

3. EMPLOYMENT HISTORY:

3.1 April 2007 - Current: Director: Buyolo Business Advisory Services (Pty) Ltd (Cape Town)

Focus areas

- marketing and strategic management
- project implementation and management
- resource and stakeholder management
- revenue generation and expenditure control
- tax and legal compliance as well as quality assurance



3.2 July 2004 – March 2007: Project Manager at Cape Town Routes Unlimited (Cape Town)
responsible Integrated Tourism Entrepreneurship Support Programme (ITESP)

Key involvement areas

- assisting with business planning and marketing as well as facilitating mergers
- budgeting and fundraising
- evaluation and selection of projects as well as recommending them to steering committee
- market linkages and mainstreaming BEE tourism SME
- project management

3.3 September 2001 – June 2004: Domain Specialist: National Research Foundation (Pretoria)

– Innovation Fund responsible for:

- communication with clients
- fund management
- monitoring and evaluation
- project management
- recommendations to the board
- research on projects
- selection of innovative projects
- site evaluation
- stakeholder management

3.4 April 1994 – August 2001: School Teacher at High School level (also Head of Department)

responsible for:

- counselling learners
- human and material resource management
- teaching
- time tabling

3.5 January 1998 – August 2001: Curriculum Advisor (on a part-time basis) Western Cape Education Department - ABET responsible for:

- capacity building of teachers



- curriculum development
- training of School Governing Body members

4. CAREER SUMMARY

Sphetho has extensive experience in project management and facilitation as well as management consulting. He has nine years experience in providing capacity support to emerging entrepreneurs in areas of business plan development, linkages, raising capital, product development, commercialisation of technology, tendering, Black Economic Empowerment, financial management, costing and pricing as well as customer service. Sphetho uses the adult learning methodologies when dealing with emerging entrepreneurs.

He has been working with strategic partners in a number of his projects. This is to ensure that quality and efficiency are achieved and clients are the ultimate winners. Sphetho has been managing projects on behalf of clients, conducted feasibility studies and research, has undertaken surveys, facilitated strategies and training as well as monitoring and evaluation for a range of organisations.

5. FOCAL AREAS WITHIN HIS FIELD OF PROFESSIONAL EXPERTISE INCLUDES:

- a participatory approach to strategic management and training as well as community facilitation
- business analysis
- enterprise as well as business development
- financial management and fund-raising techniques
- linkages between small and big businesses
- project and programme management
- proposal and business plan writing
- research, customer survey, impact analysis and feasibility studies
- School Governing Body training

6. SELECTED PROJECT EXPERIENCE:

6.1 WESTERN CAPE EDUCATION DEPARTMENT (2010)

Facilitated School Governing Body (SGB) training for all Khayelitsha Schools Topics included school governance versus management, positive discipline and disciplinary procedures,



occupational health and safety, development of school codes of conduct, school policy, school improvement plans, how to fund-raise, SWOT analysis for strategic planning, key responsibilities of school governing bodies and its office bearers, the process of filling posts, educational policy, financial management and HIV – AIDS in the school environment.

6.2 CITY OF CAPE TOWN (2007-2010)

- Conducted a transformation study on behalf of the City of Cape Town
- Developed Product Development Guidelines for the City of Cape Town
- Developed an Integrated Local Economic Development (LED) strategy for Khayelitsha and Mitchell's Plain
- Facilitated Broad Based Black Economic Empowerment (BBBEE) training
- Facilitated responsible training workshops in five districts of the City of Cape Town

6.3 CAPENATURE (2008-2010)

- Conducted feasibility studies for the CapeNature reserves at
 - Kogelberg in Kleinmond
 - Salmonsdam in Stanford (both in the Overberg region)
 - Rocherpan outside Velddrif in the West Coast region
- Completed a Cost Benefit Analysis (CBA) of the Tweede Tol reserve

6.4 DEPARTMENT OF TRANSPORT AND PUBLIC WORKS (2009-2010)

- Conducted research on the Welding Application and Practice Leadership Programme
- Facilitated Black Economic Empowerment training for entrepreneurs in George, Saldanha and Hermanus

6.5 CAPE CRAFT DESIGN INSTITUTE (2009-2010)

- Facilitated the following training:
 - Black Economic Empowerment
 - Business and Interpersonal Communication
 - Customer Service
 - Enterprise Management



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- Entrepreneurship and Business Structures and Models
 - Tax and Legal Compliance
 - Tender writing costing and pricing
 - Time Management
- Assisted Cape Craft Design Institute (CCDI) - GIFT Warehouse with their business planning

6.6 SMALL ENTERPRISE DEVELOPMENT AGENCY (SEDA) – (2007-2010)

- Facilitated the following training in Tender writing Costing and Pricing
- Developed business plans for entrepreneurs
- Conducted a Customer Needs Analysis of SEDA clients in the Eastern Cape (commissioned by SEDA National Office)

6.7 DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM (DEDAT) – (2009-2010)

- Facilitated the Empowerment Directorate Strategy
- Conducted an outcomes and process evaluation of the Red Finance Programme
- Conducted an outcomes and process evaluation of the Rural Economic Assistance Fund

6.8 DEPARTMENT OF HUMAN SETTLEMENT (2008)

Conducted an impact assessment and customer satisfaction study

7. Publications by S. Siyengo

- Encouragement for emerging small entrepreneurs – Be brave don't give up. *Cape Argus Newspaper*, 29 Nov 2010.
- Action needed as slow or no-payers put black empowerment firms in a pickle. *Cape Argus Newspaper*, 5 Oct. 2009.
- Better skills will protect South Africa against globalisation. *Cape Argus Newspaper*, 8 June 2009
- Selective Bailouts Bad Move for BEE. *Cape Argus Newspaper*, 12 Dec. 2008
- BEE Widens its Horizons. *Cape Argus Newspaper* 29 Aug. 2008.
- “Black economic empowerment challenges within the Western Cape tourism industry.” *Research report (MBA) University of Stellenbosch*, 2007