

Name	Sikandar Mossajee Kola
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Educational background:

Qualification

PLT
LLM 2015
LLB 2013
Real Estate Board Exam (CEA)
Real Estate RPL NQF 4
IBS (Institute of business studies) –
(Marketing management certificate)
Public Relations Management (DIP)
HR Management (DIP)
Employment Equity (Michael Jarvis)
Business Management

Institution

Law Society of South Africa (LEAD)
University of Johannesburg
University of Johannesburg
CPMD – Millpark Business School
Iselesele Property Academy
Damelin Business College

Academy of Learning South Africa
Damelin Management School
Damelin Management School
Louis Allen

Affiliations and positions held:

UJ Students Law Council 2010	Chairperson
UJ Students Law Council 2011	Executive Member
UJ Students Law Council 2012	Executive Member
UJ Students Law Council 2013	Executive Member
UJ Students Law Council 2014	Executive Member
Constitutional Court Educational Project	2011 - 2013
CLASI - Constitutional Literacy and Service Project of South Africa	2012 to 2014
SASPEN	Member since 2013
Zakariyya Park Community Organisation	Member since 1995
Nthabiseng Thutuzela Centre, Chris Hani Baragwanath Hospital	Counsellor to rape, domestic abuse and child abuse survivors, since 2007.

Personal information:

Gender:	Male
Race:	Indian (for Employment Equity purposes)
Date of birth:	19/11/1972
Citizenship:	South African
Driver's license:	code 08 (valid)

University of Johannesburg – 2015 to current.

I am currently a part time lecturer to both Law and Non Law students. This includes Labour law and Business Law at the University of Johannesburg Faculty of Law Extra-Curricular Department, and a marking assistant for the Law of Contract (LLB curriculum since 2016) as well as the Post Graduate Diploma in Labour Law.

Publications

I am currently finalising a publication.

1. "The Labour Appeal Court's approach to the Interpretation of Labour Legislation", a journal article based on my Masters of Law thesis for publication in the TSAR.

Tshwane University of Technology – January 2017 to current.

I am currently lecturing Mercantile Law, Labour Law, Commercial Law and Welfare Law (Bill of Rights). I supervised 45 students with respect to legal research (a precise form of a minor dissertation). This applies to final year students in the Btech programme who need to complete a research assignment in partial completion of their studies. I also assist with marking in the Labour Law subjects.

Tshwane University of Technology – 2016 to January 2017.

I have lectured to BTech students, Hospitality Industry Law to first, second and third year students and Law for Tourism, Law for Adventure Tourism and Law for Event Risk Management to first year students.

University of Johannesburg – 2015 to 2016.

Administrative assistant to the Executive Dean at the Faculty of Law and Faculty Mentor for Introduction to law.

Overview of responsibilities

I have conducted lectures at the extra-curricular department in the area of Labour Law to the Post Graduate Labour Law and Paralegal students. I have also set exams for the Paralegal studies programme for the November 2015 and January 2016 assessments. I have set assignments and assessed them for the various programmes. In addition, I assist with marking with various programmes at this department.

I was tasked by Prof Patrick O'Brien (Executive Dean), to administer Post graduate matters at the Faculty of Law and to bring this office in line with Faculty regulations and the regulations of the University of Johannesburg. In addition to this responsibility, I needed to meet the required quota of new post graduate students as early as possible for the 2016 intake as the Faculty had previously only met its target around April / May of the following year.

I have been successful in bringing the Post graduate office in line with both the Faculty of Law and the Universities regulations. In addition, after conducting extensive marketing campaigns, I had exceeded my quota of registered students by 38% one week before lectures commenced for the 2016 academic year.

My responsibilities at the post graduate office included, ensuring that the lifecycle activities of a postgraduate student are carried out operationally as delineated by the Head of Faculty Administration (HFA), answering queries and provide information regarding postgraduate legal studies. I worked closely with the Faculty Marketing Co-ordinator with regards to drafting

and updating brochures and other written information for prospective applicants. I drafted and prepared all documents necessary for the proper governance of postgraduate studies in terms of relevant rules and policies including drafting, updating and providing input in respect of policies, rules and regulations pertaining to postgraduate studies for approval by the Faculty and University structures.

Further my responsibilities included handling problems related to applications, selecting and assigning an admission status to student applicants in co-operation with academic managers, signing off the registration approval of students, registration of all postgraduate students, sourcing all documentation pertaining to the lifecycle of the student, planning and overseeing the logistics related to lectures for and examinations and graduations of the Faculty's postgraduate students.

I acted as custodian of current students' academic records, assisted lecturers and supervisors with measures to monitor student progress and promote student success by assessing and correcting the quality of academic administration of data captured for student records.

I assisted the Head of Faculty Administration (HFA) with risk management related to the operational Academic Administration activities, executed operational Academic Administration activities as delegated by the HFA, ensured efficiency and effectiveness of faculty academic administration and administered data capturing for student records.

Responsible for the collating, screening, and processing of all academic works conducted by the academics during the past year and to make submissions to Research and Innovation for research subsidy from the Department of Higher Education (DHET).

With respect to the faculty mentor position, I managed and was responsible for 7 tutors, who take care of five hundred and fifty Introduction to law students, to mark their assignments class tests and ensure that they consult these students once every fortnight. I ensure that all assignment, class tests and tutor visit marks are consolidated and forwarded to the lecturer.

In addition, I also assisted two academics as a writing assistant, where I assist their class with completion and submission of their assignments. My responsibilities in this regard included proof reading assignments, checking for errors and to advise on the content.

Further, I was responsible for QVS requests at the faculty. I prepared academic transcript supplements as and when requested by the Universities Corporate Governance office. These academic transcript supplements are requested by past students who need to apply for work or study in other jurisdictions in the world or alternatively students who are applying to study at other institutions and require a detailed breakdown of the curriculum in order to receive credit.

University of Johannesburg - 2012 to 2014.

Position held: Tutor for Introduction to law, Faculty of Law.

Overview of responsibilities

Responsible for sixty five (65) 1st years Introduction to law students.

Marking class tests, assignments and collating marks for the lecturer.

Consulting students every week and assisting with any questions or problems being experienced.

University of Johannesburg - 2011 to 2012.

Position held: Academic assistant – University of Johannesburg, Faculty of Law.

Overview of responsibilities

Conduct research for Law of Persons and Family lecturer and Introduction to Legal studies lecturer.

Oversee tutors and consolidated assignment, class tests and tutor visit marks.

Assisted in the management of the faculty meal voucher scheme

Wendy Machanik Properties

Position held: Principal Real Estate Agent and Property Consultant.

Overview

Conducted sales and rentals of private and commercial properties.

Budgets

Project management

Project management

- Estimating
- Planning
- Cost Control
- Document Control

Wendy Machanik Properties

Position held: Human Resources Officer

Overview

Human resource responsibilities

Training

- Customer Care
- Coaching skills
- Time Management training
- Diversity management

Human resources and Industrial relations

- Conducted disciplinary hearings
 - Assisted with ADR
 - Maintained personnel details
 - Assisted in the preparation of Job Descriptions
 - Coaching employees
- ❖ Reason for leaving – company liquidated

Community Engagements

I volunteer at a rape crisis centre namely, Nthabiseng Thutuzela Centre at Chris Hani Baragwanath Hospital as a counsellor to rape survivors and survivors of domestic violence and child abuse.

References

Prof. Patrick O'Brien
General Counsel / Ex Executive Dean of the Faculty of Law, University of Johannesburg
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Prof. Daleen Millard
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