



**CURRICULUM VITAE**  
**OF**  
**NTOBEKO SINETHEMBA NDLOVU**

**Mechanical Engineer and Construction Project Manager**

(B. TECH: MECHANICAL ENGINEERING, PGDIP: PROPERTY DEVELOPMENT)  
(UNIVERSITY OF SOUTH AFRICA, UNIVERSITY OF WITWATERSRAND)  
(SOUTH AFRICA)

**PERSONAL DETAILS**

**Email:** [Ndlovu.sinethemba@gmail.com](mailto:Ndlovu.sinethemba@gmail.com) **Cell:** 081 773 7752 **Gender:** Male **Nationality:** South African

**RSA ID:** 8708155776081 **Passport:** A09425238 **Address:** 24 Johnson Road, Bedfordview, JHB, South Africa

## **CAREER BACKGROUND**

I'm a Mechanical Engineer and Construction Project Manager with 13 years specializing in new property developments, facilities management, construction and engineering projects. My experience ranges from medium to large projects which include construction of malls, luxury estates, public sector facilities such as state and municipality offices, prisons and police stations. I have also gained hands-on facilities management experience which include Mechanical, Electrical and Plumbing (MEP) systems such as generators, hot and cold-water reticulation systems, back up water tanks, HVAC systems, escalators and elevators, integrated security systems and firefighting and protection systems.

I am currently a property development manager for a prestige developer in South Africa, building 12 luxury homes in a private estate in Sandton. My current functions in this role are property development planning, site feasibility studies, land development, building concept designs, procurement of building professionals and contractors, council and state approvals, financial management, stakeholder management, sales and projects management.

I started working in February 2009 for Sebokwa consulting Engineers as a mechanical design technician. During this time, I acquired a lot of practical experience being responsible for the design and drafting of mechanical components such as HVAC, elevators and firefighting equipment. I was able to master the skills of using AutoCAD and produce heat-load calculations and shop drawings by liaising with senior engineers. I worked on the construction of a new mall where I conducted inspections on mechanical and electrical installations and ensuring fitments were as per drawings issued to the contractor.

In April 2012 I resumed my duties as a Mechanical Works Inspector for the Department of Public Works, where I was responsible for ensuring that the government buildings comply with building regulations. I prepared specifications for works and compile detailed BOQs and implemented inspections on project maintenance and infrastructure projects. I managed engineering contracts and activities on site by compiling progress reports and resolve technical problems.

In March 2013 I joined EThekweni Metro municipality as senior Mechanical Technician. During my time at the municipality, I was responsible for Mechanical and Plumbing call outs and projects. I was responsible for defining a detailed scope of works for engineering projects and the maintenance team, chair tender briefings for appointment of mechanical contractors and conducting site inspections to verify that works were executed as per the scope and requirements.

In August 2013, I returned to the Department of Public Works and Infrastructure as a Mechanical Technician. I was responsible for overseeing the development of drawings, processes and procedures following professional standard manuals and guidelines. I led technical design teams and interdisciplinary integration efforts to ensure seamless integration with current technologies. In 2014, I was promoted to Construction Project Manager, where I oversee the budget and schedules for engineering projects and promote and enforce a safe and healthy work environment in accordance with applicable laws, policies and procedures. I drove continuous improvement of processes, quality and costs to maintain profitability and competitiveness and oversaw the maintenance of technical operational effectiveness. I lead the implementation of the maintenance strategy by providing appropriate structures, systems and resources and ensuring technical maintenance standards, specifications and service levels consistent with the department's objectives to ensure optimal operational availability.

In April 2017 until January 2023, I was appointed as Lead construction project manager for the Department of Correctional services. I monitored the performance of project managers from implementation agents. I managed construction projects ranging from large capital projects to maintenance projects and service contracts. I also coordinated the work of various professionals to ensure that the required design and documentation quality and delivery were consistent with the project execution plans. I worked on tender documents using all necessary internal resources to ensure the tender process for the appointment of contractors. I ensured that appointed consultants manage the quality of work within their professional scope and responsibilities. I evaluated all requests for change orders and extensions of time and makes recommendations to the approving authority within the department. I processed all monthly interim payments in accordance with contract terms and in line with the Government's commitment to pay bills on time. I secured all necessary funding for the projects through internal established processes.

## **EDUCATION**

- Post Graduate Diploma: Property Development and Management - University of Witwatersrand - 2022
- Bachelor of Technology (B-Tech): Mechanical Engineering - University of South Africa - 2015
- Certificate (NQF Level 5): Advanced Project Management - University of South Africa - 2013
- National Diploma: Mechanical Engineering - Mangosuthu University of Technology - 2009

## **KEY KNOWLEDGE AREA**

Property Developments | Engineering Management | Construction Project Management | Facilities Management and Operations | Stakeholder Management | Capital Works and Maintenance Budget Management | CIDB Act | Public Financial Management Act | Government Immovable Asset Management Act | Occupational Health and Safety regulations | Procurement and Supply Chain Management Regulations | Customer Relationship Management (CRM) | Infrastructure Delivery Management System (IDMS)

## **TECHNOLOGY AND COMPUTER SKILLS**

Microsoft Excel, Word, PowerPoint, Outlook, Autodesk (AutoCAD Advanced, Revit MEP, Navisworks, 3D drawing and Modelling)

## **CERTIFICATES**

- Nyukela Public Service SMS pre-entry Programme
- Infrastructure Delivery Management: Planning and Budgeting
- Engineering Council of South Africa: Engineering Technologist

## **WORK EXPERIENCE**

### **Biad Properties - Property Development Manager**

**January 2024 – Current**

**Johannesburg, South Africa**

#### **Outline**

Lead the development of 12 Luxury residential homes for a private estate in Sandton by overseeing the development lifecycle from initial site identification to project delivery. The development is estimated to be completed in February 2025 with a budget of R 40 000 000.00

#### **Key Responsibilities**

- Identify and acquire strategic development sites by evaluating their potential and feasibility.
- Develop a comprehensive project plan, including budget, timelines, risk assessments and developers returns.
- Collaborate with Architects and Engineers to consolidate project design plans and go out to tender for constructors' appointments.
- Ensure compliance with all local planning and zoning regulations.
- Conduct market research to set competitive pricing and marketing strategies.
- Oversee the project team, including construction and sales, to ensure on time and on budget delivery.

#### **Projects and Key Achievements**

- Successfully acquired a development site that is aligned with the project goals and appointed the contractor for the demolition of current structures and services.
- Received construction approval from the City of Johannesburg and the National Home Builders Registration Council.
- Successfully completed construction of Guard house and boundary wall, house 1 (show house), estates Civil works and Electrical connection with Eskom.

## **Aqua Properties and Developments – Commercial Property Consultant**

**March 2023 – May 2023**

**Dubai, United Arab Emirates**

### **Outline**

I was involved in all aspects of day-to-day operations of the property, including accounting, tenant relations, maintenance and repair, security and landscaping. I handled tenant complaints and service requests. I assisted the landlords in the preparation of the annual budget, reporting and financial performance of the property.

### **Key Responsibilities**

- Provided excellent tenant services by responding to tenant requests/problems in a timely and courteous manner and generating work orders directed to vendors or maintenance staff.
- I conducted periodic inspections of the property and tenant spaces to ensure compliance with leases and the proper upkeep of the property.
- Assisted with administering tenant occupancy including providing the new tenant with an introduction letter regarding emergency contacts, insurance requirements, rent collection procedures, and maintenance request procedures.
- I coordinated the entry of all property information into the software program and establish reporting protocols for maintenance requests, update buildings preventative maintenance programmes, appoint vendors and update tenant certificates of Insurance and key lease date tracking. I further monitor all key dates within the Building Engines system.
- I ensured that all my facilities abide by Real Estate Regulation Authority (RERA) standards and business codes of ethics.
- Assisted the Property Developer with establishment of the Property Management Plan, Preventative Maintenance Policies and Procedures and Property Operations Manual.
- Maintained adequate inventory of all office supplies and contacted all vendors when maintenance is required on general office equipment.
- Coordinated tenant move-ins and departures
- Obtain estimates/bids for repairs at the property. Generate and track service orders, approvals, and distribution of finances.
- Detailed verification of all invoices amounts and information with approved service orders.
- Investigate cost reduction opportunities for energy and water usage by reading meters and calculate utility bill-backs to tenants.

## **National Department of Correctional Services – Deputy Director: Construction Project Management**

**April 2017 - January 2023**

**Pretoria, South Africa**

### **Outline**

Lead five major upgrade and maintenance projects for the Department. 1. Upgrading of the facility into a high detention prison in Pretoria. 2. Upgrade of the juvenile prison in Bavianspoort. 3. Maintenance and upgrade of Mechanical and electrical systems in Boksburg, Leeukop and Krugersdorp prisons. Oversee other 20 prisons and ensure all building compliance and initiate projects.

### **Key Responsibilities**

- I was the Lead Project Manager responsible for overseeing the design, construction, and maintenance of Gauteng prisons. My key roles were in maintaining and improving the buildings and engineering infrastructure of Correctional Services to support the security and incarceration departments, based in 26 prison centres.
- Managed the design of the prisons from conceptual design to as built, safety regulations approval and site handover.
- Provided support to the head office and regional offices prisons on all capital construction and maintenance related projects by overseeing the procurement of project professionals through bid and tender processes.
- Gave guidance to Engineering professionals and Architects who are contracted on capital, and maintenance projects and Mechanical/Electrical tradesmen's and foremen to ensure projects are delivered to acceptable

standards, within the agreed programme and within the approved budget allocation in a safe way following the Health and Safety and Security policies of the Department of Correctional Services.

- Facilitated the de-commissioning of old systems and commissioning of new installations to ensure that prison facilities are fit for purpose when handed over to the Department of Correctional Services.
- Supported the Director of construction projects in facilitating capital and maintenance budget, advised him on under spending and overspending challenges and reviewed claims and invoices submitted for payments.
- Chaired monthly progress and technical meetings on site and ensured that projects are within scope and budget.
- Approved all claims and Invoices for payments after proper quality checks on all installations and builds.
- Governed the Department of Public Works, DBSA and IDT contracted projects to ensure project completion are within DCS standards, scope and budget and avoid fruitless expenditure.
- Ensured that the project complies with National treasury and CIDB regulations. Provided Auditor General with reports and information and guided them on our procurement and construction methods.
- Managed the Johannesburg Region Capital Budget for all projects and reported to the Director Project.
- Ensured the facilities comply with the Departments minimum operational and security standards.
- I supported the Head of Facilities and Property Management in facilitating improved levels of integration between the relevant sections of security policies by establishing agreed performance standards, project procedures, processes and methodologies related to the building engineering services and infrastructure.
- Act as the Director Construction Project upon the absence of the Director.

### **Projects and Key Achievements**

- Successfully upgraded CMAX Correctional Centre by transforming it into a high detention prison. Scope includes installing new security systems, HVAC systems, civil works, new structural installations, electrical and building works valued at a combined total of over R 218 million.
- Completed three Correctional Centre's (Leeukop, Boksburg and Krugersdorp) for the upgrade of mechanical systems, industrial kitchen upgrades, steam generation plant and steam reticulation, hot water generation installation and maintenance for period of 36 Months. Each Project estimated to be R 35 million
- Successfully upgraded a Juvenile center in Baviaanspoort by adding additional cells, industrial kitchens, classroom and clinic. The project value was R 291 million

### **South African Police Services (Head Office) – Chief Mechanical Engineering Technologist**

**September 2016 - March 2017**

**Pretoria, South Africa**

#### **Key Responsibilities**

- Planned and executed engineering projects for day-to-day usage and maintenance issues on all South African Police services buildings.
- Conducted site visits to conduct measurements on spaces required for new installation, take energy, and water readings on existing systems, check maintenance logbooks, inspect current HVAC, generator, and security systems, and create a detailed scope of works.
- Co-ordinated engineers' drawings, systems specifications, and engineering reports amongst the project team for review and approval.
- Planed and coordinated the tender process to appoint contractors as per Construction Industry Development Board (CIDB) regulations, reviewed bid proposals and submit to supply chain management for approval. This includes chairing of specifications meetings on site, evaluation meeting with SCM committee and presenting to the adjudication forum for appointment.
- Assisted with overall project performance including time forecasting, costing planning, work scheduling, and product quality assurance.

### **Projects and Key Achievements**

Initiated and completed a program to replace air-conditioning systems for police stations. The Program value was R 18 million. Prepared the program scope, costs, and monitor installation process for 25 police stations. Managed and trained six technicians on the program.

## **Department of Public Works and Infrastructure – Mechanical Engineering Technician/Project Manager**

**Aug 2013 - Aug 2016**

**Durban, South Africa**

### **Key Responsibilities**

- Undertook inspections as and when required to ensure the mechanical works meet standards set out in contract documents.
- Reviewed tenders, specifications, accounts, claims and contract variations submitted by contractors for accuracy authorize and investigate further as appropriate.
- Provided assistance and advice to technicians and Inspectors regarding relevant building standards and statutory regulations.
- Updated the Department on the latest new build standards including Building Regulations, Planning Policy, sustainable design, and any other standards required to deliver the Government new build programmes.
- Lead on procurement, design and preparation of drawings, specifications, maintenance requirements, and estimates along with the project and contract management.
- Delivered and maintained the highest standards of contract administration, design and budget control on all projects and maintenance contracts. Ensure stakeholders are kept fully briefed and engaged on all aspects of each project.
- Assisted the Chief Mechanical Engineer when developing and delivering projects with clients and stakeholders to ensure projects are accurately scoped and delivered to meet the Government's objectives.
- Advised on the appraisal, selection, appointment and performance of contractors and sub-contractors.

### **Projects and Key Achievements**

- I was seconded to the role of a Construction project manager which includes the completing of the projects, Installation of Air Conditioning Units on Various Magistrate Courts around KwaZulu-Natal. Program value at R 20 million.
- Installation of additional water tanks for various Department of Justice Courts; program value at R 17 million.
- Upgrading of Air Conditioning Units and Fire Detection system at the Registrar of Deeds and Surveyor General Office in Pietermaritzburg.

## **eThekweni Metropolitan Municipality – Senior Mechanical Engineering Technician**

**March 2013 - July 2013**

**Durban, South Africa**

### **Key Responsibilities**

- Develop an in-depth working knowledge of the general contractual and detailed requirements of the engineering contracts for the project Monitor and control budget.
- Prepare engineering drawings, mechanical load calculations, technical specifications, and independent government cost estimates for construction change orders or to support installed equipment.
- Observe the execution of mechanical installations to assure adherence to approved drawings and specifications, inspect construction workmanship, materials, methods of equipment, and report to the Municipality as to their conformity and non-conformity to the approved drawings and specifications meetings and consultations with the clients, contractors, architect, etc.
- Make recommendations to the Engineer & Municipality Manager on how to correct deficiencies and resolve problems during construction.
- Work independently and maintain daily construction surveillance logs ensuring contractor compliance with the terms and conditions of the contract between the contractor and the Government.
- Review and analyze material samples, catalogs and brochures, shop drawings, installation manuals, and other technical documents submitted by the construction contractor for conformity with construction contract requirements.
- Update and monitor contractor construction schedule regards to mechanical construction, review any proposal for change in construction or methods for time implications.

## **KwaZulu Natal Department of Public Works – Mechanical Works Inspector**

**April 2012 – February 2013**

**Pietermaritzburg, South Africa**

### **Key Responsibilities**

- Inspected public works and public utilities construction and maintenance projects to ensure compliance with safety regulations and construction codes.
- Inspect contract and encroachment permit work for compliance with stipulated provisions.
- Maintain accurate records on work progress, work quality, and change orders; prepare financial reports and progress payment documents for projects
- Review engineering plans and specifications for City administered public works projects for compliance, comments on acceptability.
- Attend and participate in conferences and meetings with contractors, utility managers, various engineers, and others to explain city's codes, standards and safety procedures, coordinates, and monitors project work joint efforts.
- Review applications for encroachment and public improvement permits and approves issues of permits.
- Provide general information on Public Works Department policies and operations; investigate citizen complaints and recommend an appropriate course of action.
- Review, approve, and issue encroachment permits related to land development commercial development, repairs of new installations of utilities within city right of ways to ensure compliance and conformance with City specifications and regulations.
- Prepare a variety of activity records and reports; maintain as-built notes for each set of plans; prepare and maintain engineering project and construction files.

## **Sebokwa Engineering Consultants – Mechanical Design Technician**

**February 2009 – November 2011**

**Pretoria, South Africa**

### **Key Responsibilities**

- Write preliminary design reports which will include all feasible system installation options with advantages and disadvantages.
- Prepares architectural, mechanical, and electrical plans and detail drawings for building projects.
- Prepares clear, complete, and accurate detailed engineering plans and drawings from rough sketches, notes or verbal instruction.
- Consultation on fire evacuation and detection, such as the placement of smoke detectors, manual call points and wiring to fire control panels.
- Utilize computer in AutoCAD, database, word-processing applications for completion of tasks. Create and update as-built record drawings.
- Create a detailed specification document for procurement of ducting, fans, compressors and other HVAC components.
- Inspect all HVAC and firefighting installation to verify if they were installed as per designs.

### **Projects and Key Achievements**

Prepared and completed mechanical engineering designs, CAD drawings and HVAC specifications for the new Zambezi Mall valued at R185 million. I further planned and managed project reports and design specifications for building systems and firefighting equipment.

## **PROFESSIONAL REFRECENCES**

Ms. Vuyo Stuurman  
Biad Properties: Property Consultant  
Cell: 076 735 7404  
Email: vuyo.stuurmam03@gmail.com

Mr. Thabo Kgobane  
Department of Correctional Services: Director Construction Project Management  
Cell: 0765465630  
E-mail: thabo.kgobane@dcs.gov.za

Mr. Thabo Monaisa  
South African Police Service: Chief Mechanical Engineer  
Cell: 0727761020  
E-mail: thabo.monaisa@saps.gov.za

Miss. Thobile Chirwa  
Department of Public Works and Infrastructure: Chief Engineering Technologist  
Cell: 0827495405  
E-mail: thobile.chirwa@dpw.gov.za

Mr. Lindsay North  
eThekweni Municipality: Senior Engineering Manager  
Cell: 0833946022  
E-mail: Lindsay.North@durban.gov.za