

CURRICULUM VITAE: MESHACK MMOLOKI BAOLEKI



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PERSONAL DETAILS

DATE AND PLACE OF BIRTH : 27TH MAY 1977, PALAPYE
ID Number 780912109

SEX : MALE

MARITAL STATUS : MARRIED with two children

NATIONALITY : MOTSWANA

ADDRESS : P O BOX 45111
RIVER WALK MALL
GABORONE

EMAIL ADDRESS : meshack@baoleki.co.bw

TELEPHONE : 71206102 (mobile)
3924775 (work)
3924779 (Fax)

LANGUAGES : ENGLISH AND SETSWANA

RELIGION : CHRISTIANITY - CATHOLIC

PERSONAL SUMMARY

Customer oriented, Team player, self confidant, self motivated, Decisive, Assertive, Fast learner, studious.

Admitted to practice law as attorney, notary public and conveyancer. Conversant with Contract Negotiation & Drafting, Corporate Governance, Enterprise Risk Management, Regulatory Compliance and building relationships with stakeholders and regulators, Strategy Formulation, formulation of procedures & processes.

EDUCATIONAL DETAILS

March 2009 – August 2009 University of Stellenbosch Business School
Senior Management Development Programme
Gaborone

February 2005 – August 2005	University of Cape Town (South Africa) Faculty of Law Certificate in Compliance Management
April 2004 – July 2004	Wits University Graduate School of Public And Development Management (South Africa) Certificate in Telecommunications Policy, Regulation & Management (TPRM)
1997 – 2002	University of Botswana (Gaborone Botswana) LLB Degree – Results obtained: Second Class Lower Division (2(11), Overall Average 69).
1993 – 1995	St Joseph’s College (Gaborone Botswana) Cambridge “O” Level Certification – First Class

ADDITIONAL ACHIEVEMENTS, CONFERENCES & SHORT COURSES ATTENDED

1. Accredited member of the Compliance Institute of South Africa (CISA); and Member of the South African Institute of Financial Markets (SAIFM).
2. Attended the **19th Annual Company Secretary Symposium** offered by IIR 20th – 22nd October 2009, Johannesburg, South Africa.
3. Successfully completed **Credit Management Essentials** offered by IIR Training **14th – 17th July 2008, Johannesburg, South Africa**
- 4 Attended FirstRand Banking Group course on **Business Continuity Management 29-30 April 2008, Johannesburg, South Africa**
5. Attended a conference on **Botswana Corporate Law and Governance 25 – 27 June 2007 Gaborone, Botswana.**
6. Represented Botswana and University of Botswana at the **10th All Africa Human Rights Moot Court Competition 25 – 30 August 2001, South Africa, Pretoria.**
- 7 .Represented Botswana and University of Botswana at the **Phillip Jessup International Law Moot Court Competition 10th – 18th March 2002 Washington DC, USA.**

8. Attended a programme called **Investment in Excellence** offered by The Pacific Institute-South Africa.

9. Successfully completed **Loan Documentation School** offered by Euromoney Legal Training from the 28th February to 4th March 2011, Johannesburg, South Africa.

10. Successfully completed **Demand Guarantees Course** offered by Educational Guidance Services (International Trade Training & Consulting) from the 8th January to 13th January 2012, Port Elizabeth, South Africa.

EMPLOYMENT EXPERIENCE

1st September 2012 to date

FOUNDER & MANAGING PARTNER

BAOLEKI ATTORNEYS

Plot 131, Unit 11, Gaborone International Finance Park

P O box 45111

Gaborone

Leadership Role

- Provide leadership of the firm in terms of motivation of professional and support staff
- Guidance to staff to come to clear consensus as to the directions and strategic goals of the firm, and follow-through to get them accomplished.
- Day-to-day management oversight of the firm
- Coordination and direction of marketing efforts and relations with the firm clients
- Financial stability and sustainability of the firm

Full-time Law Practice Role

- Drafting Commercial agreements and advising corporate clients on commercial agreements and other agreements
- Advising commercial banks on banking law and regulatory issues
- Appearing before Court of Appeal and High Court.
- Debt collection and foreclosures
- Conveyancing and advising clients on property acquisition and disposal

3rd September 2006 to 31 August 2012

MANAGER, LEGAL & COMPLIANCE

First National Bank Botswana

P O Box 1552, Gaborone

Main Purpose

To provide and manage the legal services line of support to First National Bank of Botswana Management, Business Divisions, subsidiaries and the Branches; to provide legal advice as well as advice on suitable legal service providers; to manage the contractual relationship with service providers and compile reports regarding legal matters in which FNBB is involved; and to ensure that the bank fully complies with legal, regulatory and supervisory requirements by designing and implementing Strategies, policies and procedures leading to organizational compliance efforts.

Duties

The following duties involve the job:

- Assistance in providing first line legal services/advice to management and all the areas of the Bank, with regard to the impact of Legislation and any legal issues.
- Developing strategies, procedures and processes for the management of legal risk and regulatory compliance.
- Opinion work, written/ verbal, formal/ informal, drafting and reviewing of agreements, legal clauses etc.
- Negotiating agreements on behalf of FNBB, with or without external attorneys and other third parties.
- Vetting of agreements drawn up by other parties and commenting thereon.
- Assisting FNBB in any litigation and administering external legal resources instructed on such litigation work
- Ensuring legal advice ensures minimized litigation and reduced legal costs.
- Ensuring provision of cost-effective legal services
- Providing legal information support services and monitoring of case law.
- Ensuring compliance with good corporate governance and business practices.
- Ensuring compliance to legal and regulatory requirements.
- Building relationships with key external stakeholders, including the regulators and being the contact point with the regulators.
- Assisting in debt collection and management of bad accounts

1st May 2005 to 29th September 2005

HEAD OF LEGAL SERVICES (ACTING)

Botswana Telecommunications Corporation

P O Box 700

Gaborone

DUTIES

- Negotiating and drafting various types of Contracts/Agreements

- Providing legal and regulatory advice to the Regulatory Affairs Department in respect of the Telecommunications Act, 1996, the BTC license issued by the BTA, the Telecommunications Policy for Botswana, the BTA Rulings and Determinations, and in respect of regulatory issues generally.
- Ensuring compliance with the above documents as well as the Botswana Telecommunications Corporation Act, 1980 and Amendments 1996.
- Advising Human Resources Department on application and interpretation of the labor laws.
- Providing legal advise to all departments as and when requested.
- Participating in Departmental and divisional meetings and reporting directly to General Manager Corporate Services.
- Managing debt collection procedures including the distribution of debt collection and legal work to external attorneys.
- Participating in committees and carrying out assignments as directed by General Manager Corporate Services.
- Managing staff, ie the Legal Services Manager, Contract Specialist and the Administration and Support Officer.

3rd November 2003 – 30th September 2006
Regulatory Statutory Specialist - Manager
Botswana Telecommunications Corporation
P O Box 700
Gaborone

DUTIES

Strategic Management

- Contributing to the formulation of business plans and operating plans for the department, and managing departmental performance in accordance with these plans.
- Participating in departmental managers meetings and other divisional management structures.
- Preparing performance monitoring reports for the executive management.
- Contributing to continuous performance improvement and change management initiatives.

Statutory/ Regulatory Affairs

- Actively participating in the development and formulation of regulatory strategies and negotiation of agreements.

- Ensuring that BTC complies with the BTC license conditions, the Telecommunications Act 1996 and Amendments thereto, the BTA Regulations, BTA Rulings, and other statutory/regulatory requirements.
- Ensuring implementation and monitoring of compliance measures.
- Lobbying and managing relationships with external stakeholders inter alia the BTA, Ministry of Communications, Science and Technology, ISPs
- Developing, implementation and monitoring of regulatory policies and procedures.
- Managing and interpreting legal and administrative provisions of regulatory and license agreements.
- Managing regulatory agreements to insure stakeholder interests are defined and protected
- Producing timely, relevant, accurate management information to aid decision making.
- Assisting in the resolution of customer complaints that have been escalated to the BTA.
- Drafting and filing submissions with the BTA on behalf of BTC.

Other

- Managing staff welfare
- Ensuring sectional compliance with organizational and statutory health and safety policies and procedures.
- Controlling, managing and safeguarding the assets of the organization.
- Effectively addressing all risk and quality management issues in the department.

**1st March 2003 – 31st October 2003 -
Private Attorney: Bernard Bolele Attorneys
2nd Floor United Nations Place
Khama Crescent, Gaborone
P O Box 47048
GABORONE**

DUTIES

- Civil litigation ie, appearing before the High Court and Magistrate Courts in civil matters.
- Drafting commercial agreements and giving legal advice on such agreements;

- Debt collection for private companies and individuals;
- Company secretarial;
- Notarial Practice and Conveyancing.
- Drafting legal opinions, wills, conducting interviews and consultations, amongst others.

30th July 2002 – 29th February 2003

State Counsel, Grade 11, Attorney General's Chambers

DUTIES

- Prepare summaries for all homicide cases;
- Prosecute appeals at the High Court and Court of Appeal;
- To write Legal Opinions and give advice on all criminal matters to all government departments;
- To give lectures to traditional leaders who preside over Customary Courts matters;
- Prosecute all criminal matters at the Magistrates Courts.

April 1996 – April 1997

Tirelo Sechaba/National Service (Molapowabojang): Chichi Community Junior Secondary School

Teacher (English) and Administration Assistant

MEMBERSHIP (including Board Membership)

- Full member of the Botswana Law Society
- Accredited member of the South African Institute of Financial Markets
- Full member of Advocates International – Botswana Chapter (Christian Lawyers Fellowship of Botswana)
- Former Board Member of the Government Audit Committee
- Former Board Member of the Medicines Regulatory Board & Chairman of Procurement Committee
- Chairman of the Board of Directors of the Pabalelong Hospice
- Chairman of the Non-Bank Financial Institutions Tribunal
- Former Member of PEEPA Appeals Committee

- Former Independent Member of HRDC Appeals Committee

REFEREES

1. Mabua Mabua
Chief Executive Officer
Botswana Fibre Networks (Pty) Ltd
Gaborone
Botswana
Tel: 3995500
Mobile: 73000073
2. Ms Siamisang Morolong
Head of Legal & Company Secretary
Stanbic Bank Botswana
Gaborone
Botswana
Tel: 3618467
Mobile: 72301650
3. Mr Abisha Ndoro
Chief Operating Officer
Fiducia Preservation Retirement Fund
Tel: 3190898
Mobile: 77155622
4. His Eminence Gennadios Stantzios
Archbishop of the Orthodox Archdiocese of Botswana and Free State, SA
Gaborone
Botswana
Tel: 76646459; 726133221