

# **CURRICULUM VITAE**

**DEON RALPH WARRIN**

**Contact Number:**

**082 771 5139**

# Introduction

## Management and Consulting Experience

Deon has been providing a HR consulting service to many companies around South Africa for the past 8 years. These services include amongst others, strategic planning, skills development, organisational development, productivity improvement and organisational & individual performance management. In addition, he provided diagnostic and change management services utilising tools such as surveys and audits to initiate, to drive change and to facilitate compliance to business governance systems. He has provided services to some of the preeminent organisations in South Africa.

## Hands On Ability

Deon has extensive knowledge and practical experience in the field of general human resources practices including employee relations, performance management, recruitment, selection, placement, skills development and employment equity. In addition to coaching and training his clients' in general human resource procedures, he has also implemented and audited their HRM systems. Deon has completed extensive research on corporate governance, which stands him in good stead to facilitate the development of policies and advise management of best practices (local and international). During his tenure at a major international manufacturing organization, he has been responsible for the HR information management systems. He has broad experience in the implementation of HR technology systems specifically Performance Management systems and HR administration systems.

## Personal Characteristics

Deon is very enthusiastic and optimistic which spurs him on to put a lot of effort into his work. He is also very focussed, but flexible when working in a team context. It can be said with confidence, that Deon will be able to add value to the organisation immediately on taking up a suitable position.

# CURRICULUM VITAE

## DEON WARRIN

### **1. Personal Details**

Family name:	<b>WARRIN</b>
First names:	<b>DEON</b>
Date and place of birth:	25 11 1960
Nationality:	SA Citizen
Civil status and number of dependants:	Married with 3 dependants

### **2. Contact Details**

Business Address (Physical)	11b Wycroft Rd Waverley Office Park Mowbray 7700
Postal Address:	8 Elzeth Rd Wooddale Ottery
E-mail Address:	<u><a href="mailto:dwarrin@iafrica.com">dwarrin@iafrica.com</a></u>
Telephone Number:	(021) 448 7112
Fax Number:	(021) 703 3738
Mobile Number:	082 771 5139

### 3. Education:

<b>Institution</b>	Peninsula Technikon
<b>Date</b>	From 1979 to 1981
<b>Degree(s) or Diploma(s) obtained</b>	National Diploma For Technicians

<b>Institution</b>	Damelin Management School and SAIM
<b>Date</b>	From 1994
<b>Degree(s) or Diploma(s) obtained</b>	National Diploma - Human Resource Management

<b>Institution</b>	Damelin Management School and SAIM
<b>Date</b>	From 1994
<b>Degree(s) or Diploma(s) obtained</b>	National Diploma – Industrial Relations

### 4. Language skills:

1 = poor, 2 = fair, 3 = good, 4 = excellent, 5 = mother tongue)

<b>Language</b>	<b>Reading</b>	<b>Speaking</b>	<b>Writing</b>
English	5	5	5
Afrikaans	3	3	3

5. a. **Behavioural Skills**

- **Action Oriented**
- **Problem Solving Skills**
- **Conflict Management Skills**
- **Interpersonal Skills**
- **Assertiveness**
- **Conceptualisation Skills**

b. **Technical Skills**

- **Education, Training and Development Skills**
  - the ability to develop, implement and monitor a workplace skills plan; skills auditing; skills development, career, succession and learnership planning; curriculum planning; formal & informal training; instructional design & customise training course material; assessment and moderation; quality management; training administration and information systems; evaluation of training; implementing organisational skills development support system e.g. mentoring, coaching, individual performance management etc.
- **Organisational Transformation/ Change Management Skills**
  - the knowledge and ability to implement and manage specific programmes such “deliberate integrated growth process” (organisational development); organisation climate surveys; organisation culture surveys; assess and diagnose organisational behaviour; team building; change management processes; review organisational structure; and integrate the change initiatives into business strategic planning and organisational performance management
- **Human Resource Management Skills**
  - the ability to conduct and manage key human resource functions i.e. HR planning; performance management; remuneration management; employee relations management; employment equity management; skills development; staff

establishment; diversity management; retrenchment; recruitment, selection and placement

▪ ***Project Management***

- the knowledge and ability to determine the project scope; conduct a needs analysis, assessment and planning; establish the key result areas; critical success factors; deliverables; resource acquisition and monitoring and to evaluate the project against predetermine outcomes and project plan

▪ ***Quality Management***

- the knowledge and ability to utilise statistical process control techniques in a variety of organisational settings; quality management systems design for education, training and development practices; quality audits; problem solving techniques; continuous improvement and corrective action techniques; analytical troubleshooting; visual management; developing and establishing standard operating procedures; supplier / provider management; assessment skills; developing assessment guides; applied process control techniques for engineering, production and HRD practices

▪ ***Integrated Organisational Systems Design and Development***

- The knowledge and ability to design and develop processes and systems with the purpose to integrate business processes at the strategic level with core operational business processes. The design and development includes the selection of appropriate tools and techniques to diagnose, sustain and evaluate organisation growth on a continuous and practical basis.

6. ***Present position:*** Director: Mind Magic Consulting

7. ***Years of professional experience:*** 20 Years

8. ***Years within previous firm:*** 9 Years

9. ***Year within current firm:*** 9 Months

9. **Key Qualifications:**

**Institution:** Peninsula Technikon  
**Qualification:** National Diploma for Technicians  
**Subjects:** Mathematics  
Calculus  
Applied Mechanics  
Workshop Technology  
Principles of Electricity  
Engineering Drawing

**Damelin Management School:** 1994  
Diploma – Human Resource Management

**Damelin Management School:** 1995  
Diploma – Industrial Relations

**Peninsula Technikon:** 1999  
Financial Management

**Crown Cork and Seal Company:** 1990 -1994  
Process Control and Troubleshooting  
TQM Training Facilitator  
SPC Training Facilitator  
Analytical Troubleshooting Facilitator  
and Trainer  
Problem Solving Facilitator and Trainer  
Instructional Design  
Facilitation Skills

**NQF Network:** 1997  
Unit Standards Writing  
Assessor

**Peninsula Technikon:** 2000  
Operations Management

**Kim Dry and Associates:** 2002  
Assessor Training

**Services Seta:** 2002  
Skills Development Facilitator  
Development Programme

**10. *Membership of professional bodies:*** Services Seta  
EDTP Seta  
Wecbof – Business Association

## 11. Experience with local and international organisations

<i>Countries</i>	<i>Organisation</i>	<i>Dates</i>	<i>Position</i>	<i>Job Description</i>
<b>South Africa</b>	World Bank - Competitiveness Fund	1999 - 2001	Consultant	<p>Project Management</p> <p>HR Systems Design and Development</p> <p>Implementation of Organisation Development Initiatives</p> <ul style="list-style-type: none"> <li>◆ Performance Management</li> <li>◆ Skills Development</li> <li>◆ Succession Planning</li> <li>◆ Employment Equity</li> <li>◆ Productivity Improvement</li> <li>◆ Skills Training</li> <li>◆ Management Training</li> </ul>

**12. Other relevant professional experience:**

<b>Country</b>	<b>Organisation</b>	<b>Date</b>	<b>Position</b>	<b>Job Description</b>
<b>SA</b>	Crown Cork: Training Department	1990 - 1994	Training Officer	Establish Technical Training Department, Systems and Processes <ul style="list-style-type: none"> <li>◆ Organisational Needs Analysis</li> <li>◆ Technical Training Workshop</li> <li>◆ Competency Based Standards</li> <li>◆ Competency Based Training Programmes</li> <li>◆ Management Support and Mentor Programmes</li> <li>◆ Management Development Programmes</li> <li>◆ Supervisory Development Programmes</li> <li>◆ Quality Management Programmes               <ul style="list-style-type: none"> <li>○ SPC</li> <li>○ TQM</li> <li>○ TPM</li> <li>○ Autonomous Teams</li> </ul> </li> <li>◆ Technical Process Training Trainer/Facilitator Development</li> </ul>

<i>Country</i>	<i>Organisation</i>	<i>Date</i>	<i>Position</i>	<i>Job Description</i>
<b>SA</b>	Crown Cork: Human Resource Department	1995 - 1997	HR Manager	Development, Implementation and Evaluation of HR Policies and Procedures.  Implementation of Performance Management system.
<b>SA</b>	ITO Focus \ Bokomo	1997	Project Leader	Organisational Development  <ul style="list-style-type: none"> <li>◆ Competency based Job Design</li> <li>◆ Competency Assessment</li> <li>◆ Development Planning</li> <li>◆ Training Implementation</li> </ul>
<b>SA</b>	ITO Focus\ KWV	1997 - 1998	Project Leader	<ul style="list-style-type: none"> <li>◆ Skills Development</li> <li>◆ Assessor Training.</li> </ul>

<i>Country</i>	<i>Organisation</i>	<i>Date</i>	<i>Position</i>	<i>Job Description</i>
<b>SA</b>	ITO Focus\ SAD	1999	Project Leader	Organisational Development <ul style="list-style-type: none"> <li>◆ Competency based Job Design</li> <li>◆ Competency Assessment</li> <li>◆ Development Planning</li> <li>◆ Training Implementation</li> <li>◆ Performance Management</li> <li>◆ Employment Equity</li> <li>◆ Organisational Skills Plans</li> <li>◆ Survey Design and Implementation</li> <li>◆ Productivity Improvement Initiatives</li> <li>◆ Succession Planning</li> </ul>
<b>SA</b>	Buffalo City Municipality	2002	Team Member	◆ Restructuring
<b>SA</b>	Intercape	2002	Team Member	Job Profiling and individual Performance Management Systems and Management Coaching

#### 14. *References*

- a. Dr Karen Genade Director ITO Focus - 082 598 4905
- b. Attie van Nel Director ITO Focus – 072 260 9119