

# CURRICULUM VITAE OF AH HEWICKE

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## PERSONAL DETAILS

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Title : Mrs  
Surname : Hewicke  
Maiden Name : Uvanga  
First Name(s) : Andrea Hitjivirue  
Date of Birth : 08 January 1979  
Identity Number : 79010800016  
Nationality : Namibian  
Marital Status : Married  
Home Language : Otjiherero  
Qualification (s) : Masters in Business Administration,  
BSc (Eng) Civil/Environmental Engineering,  
Contact No. / E-mail : 081 2736944 / ahewicke@gmail.com

## CAREER OBJECTIVE

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An inspired professional with the experience and drive needed to lead teams and successfully manage projects. Andrea is an ambitious, diligent and motivated team player with an eye for detail and innovation. She has excellent planning and interpersonal skills with the ability to take long term strategic view whilst delivering against immediate targets, also to work effectively under time pressure and adhere to deadlines. Andrea has a track record of achieving and exceeding the standards of performance set out for any obligation. She wants to develop her career in an environment that will further improve her engineering and business management proficiency.

## EMPLOYMENT RECORD

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1. Employer : City of Windhoek (2006-2016)  
Department : Infrastructure, Water and Technical Services  
Division / Section : Solid Waste Management/ Landfill sites and technical support  
Position : Engineer: Landfill Sites and Technical Support

### **Summary of Projects:**

- Engineer on the Operation and Maintenance contract of the Kupferberg general and hazardous waste landfill site
- Engineer on the construction project of Caretaker houses at municipal landfill sites
- Engineer on the Caretaking contract of the Municipal garden refuse and building rubble landfill sites
- Structural Engineer for the design of community hall at Onkugo Ye Pongo community center in Okurangava, Ombakata Street, Windhoek.
- Structural Engineer for the design of new communal carwash facility with office, storage & ablution facilities in Goreangab, Eveline Street, Windhoek.
- Engineer on the Leveling contract of the Municipal garden refuse and building rubble landfill sites
- Engineer on the construction project of Kleinne Kuppe waste transfer station
- Engineer on the construction project of a new general waste disposal cell and upgrade of access road at the Kupferberg landfill site
- Hydraulic Design Engineer for the upgrade of the old Goreangab Water Reclamation plant
- Acting Section Engineer: Landfill Sites and Technical Support Section
- Acting Manager: Building Maintenance Division.

### **Summary of responsibilities:**

- Responsible for providing value professional engineering support for successful execution of various projects.
- Plan and schedule waste disposal site projects in order to ensure compliance with approved objectives.
- Monitor and supervise activities of subordinates ensuring compliance with objectives and scheduled project progress.
- Co-ordinate involvement of subordinates, as necessary through regular interaction with regard to activities on sites and work progress to ensure accomplishment of objectives.
- Co-ordinate and administer contractor's contracts pertaining to the landfill sites' activities.
- Participate in the development of solid waste management policies.
- Liaise, coordinate and manage relationships with operational partners to ensure successful implementation of projects.
- Responsible for tender documentation, tender letting and adjudication.
- Responsible for organizing and steering as City of Windhoek representative, contract site meetings on a monthly basis.
- Managing and supervising external consultants and contractors.
- Participate in the identification of new training and development initiatives within the Division.
- Handle the tasks of preparing project plans and developing project schedules to meet project deadlines.
- Performed responsibilities of measuring cost and estimate resources required for the projects.
- Handle the tasks of coordinating with contractors/consultants in gathering technical requirements and project deadlines.
- Responsible for maintaining networks and preparing cost reports of the project.
- Responsible for hydraulic designs for the upgrade of the old Goreangab Water Reclamation plant.
- Responsible for structural designs and construction supervision for the new communal carwash facility at Goreangab.

- Responsible for structural designs and construction supervision for the new community hall at Onkugo Ye Pongo community center in Okuryangava.
- Handle tasks of waste audits and compilation of audit reports.
- Monitor project progress relative to scheduled programmes.
- Monitor expenditure relative to scheduled and projected cash flow.
- Ensure that operational and contractual quantities and actual work done has been properly verified in accordance with contractual obligations.
- Handle and evaluate contractual claims/issues in accordance with sound engineering and contract law practices.
- Monitor the performance of each project through continuous tracking of key performance indicators and compiling performance reports.
- Compiling monthly payment certificates in accordance with civil engineering-, contractual and financial principles.
- Ensure health and safety requirements are maintained at all times during project execution.
- Ensure compliance with environmental regulations.

2. **Employer** : Roads Authority (2003-2005)

**Division** : Maintenance / Construction and Rehabilitation

**Position** : Engineer

**Summary of Projects:**

- Engineer responsible for the maintenance of the road network for Otjiwarongo region.
- Project Control Engineer on the construction of a 118km bitumen road between Aus and Rosh Pinah.
- Project Control Engineer on the rehabilitation of a 102km road between Kongola and Katima Mulilo.
- Construction to gravel standards by labour-based methods of roads: Ompundja-Eheke (DR3644) and Onanja-Onanke (DR3645)
- Alignment of rural access roads: DR3507 and DR3502

**Summary of responsibilities:**

- Managing and supervising professional staff to ensure accomplishment of objectives.
- Planning and organizing focal road maintenance activities for the region.
- Overall monitoring, supervision and execution of all scheduled and ad hoc road maintenance.
- Develop and manage the annual road operating and maintenance budget for the region.
- Ensuring that standard qualitative and quantitative targets and key performance indicators are attained on time and budget.
- Ensure the successful implementation of road construction and rehabilitation projects.
- Managing and supervising road graveling, blading and debushing SME contractors.
- Organize and steer as Roads Authority representative, contract site meetings on a monthly basis.
- Develop, implement and maintain reliable and comprehensible monitoring systems to track and report on the performance of contractors.
- Liaise, coordinate and manage relationships with operational partners to ensure successful implementation of projects.
- Work with the Roads Ordinance and participate in Roads Board Meetings.

- Carry out Economic Evaluations for road works (debushing and surfacing of roads).
- Responsible for quantity measurement of work to specification, compilation and certification of monthly payment certificates in accordance with civil engineering-, contractual and financial principles.
- Evaluates reported results against performance standards.
- Drawing up request for proposals for proposed works, tender letting and adjudication.
- Responsible for alignment designs of rural access roads.
- Handle the task of labor-based work task rates' evaluations, compute and recommend new rates based on the Public Service Commission adjustments.
- Ensure health and safety requirements are maintained at all times in accordance with the Namibian Labor Act.
- Ensure compliance with environmental regulations.

## **ACADEMIC QUALIFICATIONS**

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- Masters of Business Administration from **IBR School of Executive Management, Steinbeis University, Berlin, Germany, 2010-2013.**
- **BSc (Eng) Civil (Environmental Engineering Option)** from the University of the Witwatersrand, Johannesburg, 1999 – 2002.
- **Matric (Grade 12)** at Deutsche Oberschule in Swakopmund, 1996  
(Currently known as Namib High School)

## **KEY SKILLS AND STRENGTHS**

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- Demonstrates strong attention to detail in all aspects of work, meeting organizational standards in both operational and strategic aspects of a role.
- Ability to work independently and effectively in a team environment.
- Strong interpersonal skills.
- Good planning and organizing skills.
- Profound knowledge of project and contract management theories and techniques.
- Proficient in communicating effectively with strong problem solving skills.
- Ability to motivate, influence and build strong relationships.
- Sound understanding of Estate Services and Property Management.
- Ability to use Microsoft Office packages, including Word, Excel, PowerPoint and Outlook.

## **COURSES/SEMINARS ATTENDED**

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<b>NAME</b>	<b>INSTITUTION / PRESENTER</b>	<b>DATE</b>
Best Practices in Transport and Fleet Management Planning	Jessina Naome & Associates	23-25 Jun'10
Management Development Programme (General Management, Financial Management,	University of Stellenbosh	10 Mar '08 & 30 Oct '08

Economics, People Management, Marketing and Business Plan Development)		
Project Management Programme	University of Stellenbosh	29 Oct '07 - 02 Nov '07
Landfill Seminar 2005	Institute of Waste Management South Africa	20 -21 Oct '05
Hazardous Waste Management	Mary Chettle and Associates	12 -14 Sep '05
Compaction of Road Building Materials Course	South African Road Federation	16-17 Aug '04
Road Safety Audit Seminar	CSIR Road and Transport Technology	15 Jul '04
Traffic calming and Road Safety Course	South African Road Federation	19-20 Apr '04
Road Infrastructure Management Course	CSIR Road and Transport Technology	19-20 Nov '03
Geometric Design of Urban and Rural Roads Course	South African Road Federation	27-31 Oct '03
Navigating FIDIC 2003 Course	Bennington Copeland and Associates	24 Jul '03
Contract Law Course	Bennington Copeland and Associates	23 Jul '03
HDM-4 Training Course	University of Birmingham	22-25 Apr '03

## **PROFICIENCY IN LANGUAGES**

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		<u>READ</u>	<u>SPEAK</u>	<u>WRITE</u>
<b>ENGLISH</b>	:	Good	Good	Good
<b>AFRIKAANS</b>	:	Good	Good	Good
<b>OTJIHERERO</b>	:	Good	Good	Good
<b>GERMAN</b>	:	Fair	Fair	Fair

## REFERENCES

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### 1. Dr. Andreas Kelling

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IBR Institute of International Business Relations, Berlin, Germany  
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### 3. Mr. Stello Tsauseb

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## DECLARATION

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I, Andrea Hitjivirue Hewicke, declare that the particulars furnished are true and correctly describe my qualifications and experience.

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SIGNATURE

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DATE