

Mining Qualifications Authority

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IMPORTANT ANNOUNCEMENT

TO : ALL MQA STAFF AND STAKEHOLDERS
FROM : CHIEF EXECUTIVE OFFICER
DATE : 09 OCTOBER 2012

Dear Valued Employees and MQA Stakeholders

NEW OFFICES FOR THE MQA FROM 01 DECEMBER 2012

Background

The MQA's lease agreement at 74-78 Marshall Street expired and has been extended on a month-to-month basis up until 30 November 2012. In light of this, and following a very long tender process, the MQA secured a building that suits the MQA's growing needs. A Building and Relocation Task Team was appointed to assist in sourcing a suitable building and this team will further assist with the relocation process. The task team members were selected ensuring that there was sufficient representation of individuals from the MQA's operations and support units.

New Office Address

I would like to announce that the building secured is located at **7 Anerley Road, Parktown**. The main transport link is on Oxford Road. The Office Block is within walking distance to the Killarney Mall. The building is well located in terms of transport and will meet MQA's space and image requirements.

Planning for the move

The MQA has a very short period to plan the move as it needs to be housed in the new premises on 01 December 2012. To ensure a smooth relocation process within the deadlines set, the Task Team Members have commenced with the planning. I encourage all staff and stakeholders to support the team.

The Building and Relocation Task Team Members are:

NAME	UNIT	KEY ROLE
Olive Netsianda	Facilities	Space planning with Space Planners and Architects, Procurement and all relocation related enquiries
Merle Clark	Customer Service and Communication	Space planning with Space Planners and Architects, Branding and all Corporate Services Department and CEO's Office staff enquiries
Mfundo Mdingi (Chairperson)	Finance	Space planning with Space Planners and Architects, and all Finance and SCM Unit enquiries

RELOCATION TEAM MEMBERS

Lulama Manyadu	Projects	Space Planning and all Operations Department enquiries
Mabvuto Palale	Business Systems and Information Technology	Space Planning, Cabling and Network set-up as well as all IT unit and Operations Department enquiries
Danny Motsoeneng	Human Resources	Space planning, ensuring staff needs are met and HR Unit enquiries
Tsholo Dilape	Procurement	Procurement for all services required

Should you have any enquiries regarding the relocation, contact the task team member responsible or Olive Netsianda from Facilities.

Communication going forward

The Task Team supported by the Customer Service and Communication Unit will ensure that the staff and all stakeholders are kept informed on a regular basis with regards to plans and logistics of the move.

Staff Site Tour

Staff will be awarded an opportunity to view the new premises. The Human Resources Unit will coordinate the site visits.

Looking forward to a smooth relocation!

Kind regards



Sam Seepei
CHIEF EXECUTIVE OFFICER