

NDWEDWE LOCAL MUNICIPALITY

UMKHANDLU KAMASPALA WASENDWEDWE

Private Bag X503
Ndwedwe
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KwaZulu Natal
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VACANCY: MEMBER OF A DISCIPLINARY BOARD

The Ndwedwe Local Municipality, with its seat in Ndwedwe Village +_ 50km North -West Durban, seeks to appoint a person to serve on the Municipality's Disciplinary Board On Financial Misconduct.

In terms of Chapter 2 of Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, Government Gazette No. 37682 of May 2014 on Local Government: Municipal Finance Management Act, 2003, The Ndwedwe Local Municipal Council hereby invites applications from members to be appointed on part-time basis to Disciplinary Board. Ndwedwe Local Municipality wish to establish an independent advisory body that assist the council with the investigation of allegations of financial misconduct and provide further steps to be taken regarding disciplinary proceedings.

Council invites suitably qualified persons to submit their CV's and application letters

MINIMUM REQUIREMENTS:

- LLB or related qualification specializing in Labour Law; • Admitted attorney, • Minimum of 10 years practicing experience; • Membership with recognized professional bodies; • Postgraduate plus minimum of 5 years' experience at a management level in an accounting/ auditing/ Finance field; • Sound knowledge and understanding of local government is essential; • Certification as a CA, CIA, CFE, CFIAP etc. will serve as added advantage.

COMPETENCIES/ SKILLS:

- Ability to communicate effectively, to lead and participate in the discussions. • Sound knowledge and understanding local government is essential. • A good understanding of the treatment of allegations and investigations in addition to the above, candidates should demonstrate experience in participating in governance structures and should be able to dedicate time to the activities of the municipality. Preference will be given to applicants with experience in serving on Disciplinary Boards or committees of the same purpose.

BASIC REQUIREMENTS: A member of a Disciplinary Board must:

- ✓ Be a natural person;
- ✓ Be a citizen of the Republic and ordinarily resident in the Province; and
- ✓ Not be disqualified under regulation 4(5)

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Reg. 4(5) disqualifies the following persons from membership of a Disciplinary Board:

- ✓ A person who has been convicted of an offence in terms of this regulation or any other legislation;
- ✓ A person who, whether in the Republic or elsewhere, has been convicted of theft, fraud, forgery, the uttering of a forged document or any offence of which dishonesty is an element;
- ✓ A person who has at any time been removed from any office of trust on account of misconduct or dishonesty;
- ✓ An accounting officer of a municipality or municipal entity; e) a political office-bearer or a member of a board of directors; and) a person who is an office-bearer in a political party.

Reg. 4(6) allows A Disciplinary Board to consist of:

- ✓ The head of the internal audit unit within the municipality or representative of an organization performing internal audit functions for the municipality or municipal entity if the internal audit function is outsourced;
- ✓ One member of the Audit Committee of the municipality;
- ✓ A senior manager from the legal division in the municipality;
- ✓ A representative of the National Treasury or the provincial treasury; and e) any other person as may be determined by the Municipal Council. Reg. 4(7) and Reg. 4(8) may also apply

TERMS OF REFERENCE:

A member of a Disciplinary Board must:

- ✓ Conduct a preliminary investigation to determine whether the allegation is founded and make a recommendation to the council as to whether sufficient grounds exist to warrant a full investigation into the allegation.
- ✓ To make determination that the allegation is frivolous, vexatious, speculative, or obviously unfounded, the investigation must be terminated.
- ✓ Conduct full investigation of allegations are founded.
- ✓ Prepare and submit a report with recommendations to the Mayor or Accounting Officer.

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TERMS OF OFFICE

Prospective member of the Disciplinary Board will be contracted for a period of not exceeding three (3) years.

REMUNERATION

The remuneration of the Disciplinary Board Members will be is at the discretion of Municipal Council and compliance with treasury guidelines.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Applications should consist of a brief motivation for serving on The DISCIPLINARY BOARD Committee and be accompanied by a comprehensive CV, certified copies of qualifications, identity document and driver's license.

Applications must be clearly marked "Applications: DISCIPLINARY BOARD MEMBER" must be couriered to **The Municipal Manager, Ndwedwe Local Municipality, Private Bag X 503, Ndwedwe, 4342** or hand delivered to the Human Resources Office No: 6 duration office hours commencing from 07H30-16H00, Monday to Friday.

Faxed, e-mailed, Z83 forms and late applications will not be considered.

CLOSING DATE FOR SUBMISSION OF APPLICATIONS IS – 28 FEBRUARY AT 12H00.

For enquiries, please contact **Mr. DSG Khuzwayo at 032 532 5000** only during office hours.



MR DSG KHUZWAYO
MUNICIPAL MANAGER

13/02/25
DATE