



ESTABLISHMENT OF DISCIPLINARY BOARD/DISCIPLINARY COMMITTEE ON FINANCIAL MISCONDUCT

Amajuba District Municipality is an equal opportunity, affirmative action employer and encourages applications from disabled persons.

In terms of Municipal Regulations on Financial Misconduct, Procedures and Criminal Procedures, Government Gazette No. 37682 of May 2014 on Local Government and Municipal Finance Management Act (MFMA) 2003. The Amajuba District Municipality hereby invites applications from suitably qualified persons wishing to serve on its Disciplinary Board/Disciplinary Committee. Amajuba District Municipality seeks to appoint **three** suitable qualified professionals to a Disciplinary Board/Disciplinary Committee on a financial misconduct which one of them will be appointed as a Chairperson.

REQUIREMENTS

Legal Field

- LLB or related qualification specializing in Labour Law.
- Admitted attorney.
- Minimum of 5-10 years practicing experience.
- Membership with recognized professional body.

Financial Management and Governance Field

- Postgraduate Degree in Finance/Auditing.
- Minimum of 5 years' experience at management level in an accounting/auditing field.
- Certification as a CA, CIA, CFE, CFIAP etc. will serve as an added advantage.

Competencies/Skills

- Ability to communicate effectively, to lead and participate in the discussions.
- Sound knowledge and understanding of 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.

DUTIES:

- Develop terms of reference that will ensure that all the investigative powers relating to allegations of financial misconduct vest solely with the DC Board.
- Assist Council and the board of directors with the investigation of allegations of financial misconduct.
- Investigate allegations of financial misconduct in the municipality or municipal entity upon receipt of instruction from Council/ Board of Directors/ Accounting Officer
- Prepare and submit reports to the Municipal Council/ Board of Directors/ Accounting Officer
- Provide recommendations on further steps to be taken regarding disciplinary proceedings, or any other relevant steps to be taken,
- Monitor the institution of disciplinary proceedings against an alleged transgressor.
- 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 if allegation if allegations are found.

REMUNERATION:

Appointed members of the Disciplinary Board/ Disciplinary Committee shall be paid a sitting allowance as per stipulated rates as prescribed by National Treasury regulation 20.2.2 for attendance of meetings and travelling as per transport rates for travelling.

DISCLAIMER:

- Applications who have not received any response within 30 days of the closing date should regard their application as unsuccessful.
- A candidate who canvasses any Councillor or official for preference will be disqualified immediately from selection process or from appointment.
- All candidates may be subjected to vetting before appointment.
- The Municipality reserves the right to/not to appoint.
- Persons who are disqualified under Regulation 4 (5) of the MFMA Regulations on Financial Misconduct, Procedures and Criminal Procedures will not be considered:

Regulation 4 (5)

- a. A person who has been convicted of an offence in terms of this regulation or any other legislation.
- b. 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 dishonest is an element.
- c. A person who has at any time removed from any office of trust on account of misconduct or dishonesty,
- d. An accounting officer of a municipality or municipal entity.
- e. A political office-bearer or member of a board of directors; and
- f. A person who is an office-bearer in a political party.

TERM OF OFFICE: 3 Years fixed term

Application letter, comprehensive curriculum vitae, and certified copies of qualifications as well as information regarding experience of serving on Disciplinary Board/ Disciplinary Committee should be addressed to Municipal Manager,

Amajuba District Municipality, Private Bag X6615, Newcastle, 2940 emailed to sihlep@amajuba.gov.za or can be hand delivered at the Amajuba District Municipality Reception, B9356, Amajuba Building, Section 1, Madadeni by no later than 15 September 2023 at 12h00.

Enquiries can be directed to the Office of Municipal Manager (034) 329 7200 during office hours.

**PM Manqele
Municipal Manager**

**Amajuba District Municipality
Private Bag X6615
Newcastle 2940**