



# ILEMBE DISTRICT MUNICIPALITY ILEMBE UMASIPALA WESIFUNDA

---

## INVITATION TO SERVE ON THE DISCIPLINARY BOARD

iLembe District Municipality which is strategically positioned for Development and Economic growth in KZN hereby invites 3 independent, suitable qualified persons in Legal, Financial Management and Governance field to serve as members of the Disciplinary Board established in terms of *Chapter 2 of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings; Government Gazette No. 37699 of May 2014 on Local Government Municipal Finance Management Act, 2003.*

### MINIMUM REQUIREMENTS:

- LLB or related qualification specializing in Labour Law;
- Admitted attorney,
- Minimum of 10 years practicing experience;
- Membership with recognized professional bodies;
- Postgraduate Degree in Finance;
- Minimum of 5 years' experience at a management level in an accounting/ auditing field;
- Masters degree and 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.

## **KEY RESPONSIBILITIES:**

The Disciplinary Board will be expected to:

- 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/ Mayor and Accounting Officer as appropriate for each case.
  - 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;
- 

Applicants are encouraged to use the **Employment Application Form** (Annexure B) available from the municipal website [www.ilembe.gov.za](http://www.ilembe.gov.za). Applications, together with all supporting documents must be scanned and e-mailed to [recruitment@ilembe.gov.za](mailto:recruitment@ilembe.gov.za) for electronic delivery.

All administrative enquiries are to be directed to **the Municipal Manager on this e-mail address [salora.pillay@ilembe.gov.za](mailto:salora.pillay@ilembe.gov.za)**. The closing date for submission of application forms and supporting documents is **Friday the 29<sup>th</sup> of May 2020 @ 12h00**. **No late, faxed and/or incomplete applications will be considered.**

**Please note:** Should you not be contacted by this office within three (3) months after the closing date, kindly consider that your application was not successful.



---

**MUNICIPAL MANAGER  
N.G. KUMALO**