



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 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:

LEGAL FIELD

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

OR

FINANCIAL MANAGEMENT AND GOVERNANCE FIELD

- 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;

TERM OF OFFICE AND REMUNERATION

The term of office of the appointed candidate will be for a period of three-year. Persons appointed to the Disciplinary Board will be remunerated at rates determined by the Municipal Council from time to time.

Applicants are encouraged to use the **Application Form** (attached on this advert). Applications, together with all supporting documents (CV, qualifications, ID) must be scanned and e-mailed to audit.vacancies@ilembe.gov.za. Vetting process will be undertaken prior to appointment.

Enquiries are to be directed to **Manager: Internal Audit at this e-mail address audit.vacancies@ilembe.gov.za or on this contact number (032) 4379394**

The closing date for submission of application forms and supporting documents is **Friday the 05th of March 2021 @ 16h00. No late, faxed and/or incomplete applications will be considered.**

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**