



HARRY GWALA DISTRICT MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

INVITATION TO SERVE ON THE DISCIPLINARY BOARD

The Harry Gwala District Municipality hereby invites independent, suitably qualified persons in forensic investigation, financial management and governance fields 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, Local Government Municipal Finance Management Act, Act No. 56 of 2003.

Minimum requirements: • Postgraduate Diploma in Criminal Justice and Forensic Investigation, and Certified Fraud Examiner • Member of the Association of Certified Fraud Examiners • Certificate in chairing a disciplinary hearing • At least 5+ years' experience in forensic investigation, risk management and auditing.

The members of the committee should at least meet the following competency requirements: • Have the necessary leadership and personal qualities • Have the ability to communicate effectively, lead and participate in the discussions • Have a good understanding of the Disciplinary Board's position in the governance structure, its role and responsibilities • Have the ability and capability to conduct the Disciplinary Board's affairs efficiently and effectively • A good understanding of the treatment of allegations and investigations • Have a sound knowledge of issues affecting local government • Have requisite expertise/skills and experience in the following fields: * Internal controls * King IV report on Corporate Governance * Anti-fraud and corruption * Financial and Management Accounting * Performance Management * Forensic Investigating, and * Risk Management.

Key responsibilities: The Disciplinary Board will be expected to: • Assist Council and the Board of Directors of the Harry Gwala Development Agency (municipal entity) 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/Mayor/Accounting Officer/Board of Directors • Prepare and submit reports to the Council/Mayor/Accounting Officer/Board of Directors as appropriate for each case • Provide recommendations on further steps to be taken regarding disciplinary proceedings, or any other relevant steps to be taken; and • Monitor the institution of disciplinary proceedings against an alleged transgressor.

TERM OF OFFICE AND REMUNERATION: The term of office of the appointed Disciplinary Board will be for a period of three years. Persons appointed to the Disciplinary Board will be remunerated at rates determined by the Municipal Council from time to time.

A detailed CV or profile should be submitted for the attention of: The Municipal Manager, Harry Gwala District Municipality, Private Bag X501, IXOPO, 3276.

INFRASTRUCTURE SERVICES DEPARTMENT

HANDYMAN

Salary Grade: (T6) R138 671.92 - R180 017.31 p.a. (plus applicable benefits) • Ref No. INF J 5/5/4/2/1

Requirements: • Grade 12/Matric • 6 -12 months relevant experience • A valid driver's licence.

Key performance areas: • Visit various sites/locations and assess the condition of support structures • Complete inspection schedules detailing condition and/or repair requirements, including specific priorities requiring immediate attention and forwarding to the immediate superior • Visually examine support structures, fixtures and fittings and report defects to the Supervisor • Undertake minor repairs to buildings, walls, windows, fences, roofs, including bricklaying, plastering, carpentry, etc. • Repair leaks and flush units in municipal buildings, replace washers, gaskets and or components and test functionality and/ or report defects to Supervisor.

Enquiries should be directed to: Human Resources Unit, on tel. (039) 834 8756/5504/8752. No faxed or e-mailed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website www.harrygwalamunicipality.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity document and driver's licence must be addressed to the **Municipal Manager for Attention: Miss N. Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X501, IXOPO, 3276, or can be hand delivered at 40 Main Street, IXOPO, 3276, to reach us no later than 15h00, 11 February 2022.**

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Canvassing with Councillors or Management will lead to an immediate disqualification. The Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidate could be found.

NB: All applications must be submitted using the Harry Gwala District Municipality application form and failure to do so will lead to a disqualification.

MRS A.N. DLAMINI: MUNICIPAL MANAGER