



HARRY GWALA DISTRICT MUNICIPALITY

INVITATION TO SERVE ON THE DISCIPLINARY BOARD

Harry Gwala District Municipality hereby invites independent, suitable qualified persons in Forensic Investigation, 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: • A post graduate diploma in Criminal Justice and Forensic Investigation, 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 Audit environment.

The members of the committee should at least meet the following competency requirements: • Have the necessary leadership and personal qualities • Have the ability to lead and participate in the discussions • Have a good understanding of the committee's position in the governance structure, its role and responsibilities • Have the ability and capability to conduct the Disciplinary Committee affairs efficiently and effectively • Ability to communicate effectively, to lead and participate in the discussions • A good understanding of the treatment of allegations and investigations • Have a sound knowledge of issues affecting Local Government, 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 * Risk Management.

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-years. Persons appointed to the Disciplinary Board will be remunerated at rates determined by the Municipal Council from time to time.

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, 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, 17 November 2023.

Enquiries should be directed to office of: The Municipal Manager, on tel. (039) 834 8700. No faxed or e-mailed applications will be accepted.

MR G.M. SINEKE: MUNICIPAL MANAGER