

éDumbe Municipality

10 Hoog Street
Private Bag X308
PAULPIETERSBURG 3180



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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Date: 22 March 2024

VACANCY: 5 MEMBERS OF A DISCIPLINARY BOARD

Ref No. EDUMP 03/2023/24

In terms of Chapter 2 of Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, Government Gazette No. 37682 of May 2014 on Local Government: Municipal Finance Management Act, 2003, the éDumbe Municipal Council hereby invites applications from members to be appointed on part-time basis to Disciplinary Board. éDumbe Municipality wish to establish an independent advisory body that assist the council with the investigation of allegations of financial misconduct, and provide further steps to be taken regarding disciplinary proceedings

BASIC REQUIREMENTS:

A member of a Disciplinary Board must:

- be a natural person;
- be a citizen of the Republic and ordinarily resident in the Province; and
- not be disqualified under regulation 4(5)

Reg. 4(5) disqualifies the ff persons from membership of a Disciplinary Board:

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

Reg. 4(6) allows A Disciplinary Board to consist of:-

- the head of the internal audit unit within the municipality or representative of an organisation performing internal audit functions for the municipality or municipal entity if the internal audit function is outsourced;
- one member of the Audit Committee of the municipality;
- a senior manager from the legal division in the municipality;
- a representative of the National Treasury or the provincial treasury; and
- any other person as may be determined by the municipal council.

Reg. 4(7) and Reg. 4(8) may also apply

TERMS OF REFERENCE:

A member of a Disciplinary Board must:

- a. conduct a preliminary investigation to determine whether or not the allegation is founded and make a recommendation to the council as to whether sufficient grounds exists to warrant a full investigation into the allegation.
- b. to make determination that the allegation is frivolous, vexatious, speculative or obviously unfounded, the investigation must be terminated.
- c. Conduct full investigation if allegations are founded.
- d. Prepare and submit a report with recommendations to the Mayor or accounting officer.

REMUNERATION

Members who are appointed will be remunerated for attending in accordance with the guidelines of National Treasury and approved tariffs by National Treasury.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Application marked “**Disciplinary Board Member**” containing a letter of application, curriculum vitae and certified copies of all qualifications as well as identification document shall be sent to the:

Municipal Manager
Private Bag X308
Paulpietersburg
3180

Alternatively; records@edumbe.gov.za / mm@edumbe.gov.za

Any enquiries relating to this advertisement may be directed to the Human Resource Section, on **034 995 1650** during office hours commencing from 07H30-16H30, Monday to Friday.

Please note that **NO fax** applications will be accepted, Closing Date: **15 April 2024**



J.F.K. Khumalo
Municipal Manager