



Kareeberg Municipality

ADVERT 26 – 2023: REQUEST FOR APPLICATIONS TO SERVE ON THE DISCIPLINARY BOARD TO INVESTIGATE ALLEGATIONS OF FINANCIAL MISCONDUCT

Kareeberg Local Municipality calls on independent, suitably qualified and interested individual (x1) to serve as a Chairperson of the Disciplinary Board for period of not exceeding (3) years.

OBJECTIVES AND RESPONSIBILITIES

In terms of Chapter 2 of Municipal Regulations on Financial Misconduct, Procedures and Criminal Procedures, Government Gazette No. 37682 of May 2014 on Local Government: Municipal Finance Management Act, 2003, the Kareeberg Local Municipal Council hereby invites applications from interested person to be appointed on a part – time basis to be a member and Chairperson of the Municipality's Disciplinary Board. The Kareeberg Municipality Council wishes to establish an Independent advisory body that will 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 have:

- LLB or related qualification
- An advocate or Attorney of the High Court
- Completed Articles
- Extensive experience in the **LEGAL FIELD**
- Sound knowledge and understanding of local government is essential.
- Be a natural person.
- Be a citizen of the Republic and cannot be disqualified under regulation 4(5)

Regulation 4(5) disqualifies the following persons.

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

In terms of Government Gazette 13 July 2012 the composition must bring the following:

A Disciplinary Board referred to subregulation (1) above shall be composed as follows:

- a) The head of the internal audit unit within the municipality of municipal entity;
- b) Members from the audit Committee of the municipality or municipal entity;
- c) A senior official from the legal division in the municipality or municipal entity;
- d) An invitation may be extended to the National or Provincial treasury to provide a representative; and
- e) Any other person as may be determined by the Council of a municipality or board of directors of a municipal entity.

TERMS OF REFERENCE

A member of a Disciplinary Board must:

- a) Conduct a preliminary investigation to determine whether the allegation is founded and make a recommendation to the Council as to whether sufficient grounds exist 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.

TERMS OF OFFICE

Prospective member of the disciplinary committee will be contracted for a period not exceeding three (3) years.

REMUNERATION

The remuneration of the disciplinary committee members is at the discretion of Municipal Council and in compliance with treasury guidelines.

SEQUENCE OF MEETINGS

A minimum of four meetings will be held in a financial year.

PLEASE NOTE:

1. Applications who have not received any response within 30 days of the closing date should regard their application as unsuccessful.
2. A candidate who canvasses any councillor or official for preference will be disqualified immediately from selection process or from appointment.
3. All candidates may be subjected to vetting before appointment.
4. The Municipality reserves the right to/not to appoint.

APPLICATION SUBMISSIONS

Each applicant must submit the following:

- A signed application letter.
- Comprehensive CV.
- Certified copies of qualifications.
- Certified copy of identity document.

Enquiries: Mr. Nicolaas van Zyl

All applications must be sent to: Acting Municipal Manager, Kareeberg Local Municipality, P.O. Box 10, Hanau street, Carnarvon, 8925

CLOSING DATE FOR SUBMISSIONS: On or before 21st July 2023



MR T Mongwe: Acting MUNICIPAL MANAGER