

INGQUZA HILL LOCAL MUNICIPALITY

130 Main Street
PO Box 14
Flagstaff
4810
Eastern Cape

Tel: (039) 252 0131/61
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INGQUZA HILL
LOCAL MUNICIPALITY

66 Main Street
PO Box 7
Lusikisiki
4820
Eastern Cape

Tel: (039) 253 1568/1096
Fax: (039) 253 1234

MUNICIPAL DISCIPLINARY BOARD ADVERTISEMENT

NOTICE: 2/09/2025

Ingquza Hill Local Municipality is an equal opportunity, affirmative action employer and encourages applications from disabled persons.

In terms of Municipal Regulations on Financial Misconduct, Procedures and Criminal Procedures, Government Gazette No. 37682 of May 2014 on Local Government and Municipal Finance Management Act (MFMA) 2003. The Ingquza Hill Local Municipality hereby invites applications from suitably qualified persons wishing to serve on its Disciplinary Board / Disciplinary Committee. Ingquza Hill Local Municipality seeks to appoint **four** suitably qualified professionals to a Disciplinary Board / Disciplinary Committee on financial misconduct wherein one of them will be appointed as a chairperson.

REQUIREMENTS

Legal Field

- LLB or related qualification specializing in Labour Law.
- Minimum of 5 years experience in practicing Law.

Financial Management and Governance Field

- Postgraduate Diploma in Finance / Auditing.
- Minimum of 5 years' experience at management level in an accounting / auditing field.
- Certification as a CA, CIA, CFE, CFIAP etc. will serve as an added advantage.

Forensic Investigation Field

- Postgraduate Diploma in Forensic Investigation.
- Certified Fraud Examiner.
- Member of Association of Certified Fraud Examiners (ACFE).
- Certificate in Chairing a disciplinary hearing.
- At least 5 years' experience in forensic investigation, risk management or auditing.

The members of the Municipal Disciplinary Board should at least meet the following competency requirements

- Have the necessary leadership and personal qualities commensurate with the role.
- Have the ability to communicate effectively, to lead and participate in the discussions.
- Have a good understanding of the Disciplinary Board's position in the governance structure, its roles and responsibilities.
- Have the ability and capability to conduct Disciplinary Board's affairs efficiently and effectively.
- Have a good understanding of the treatment of allegations and investigations.
- Have a sound knowledge of issues affecting the local government.
- Have ability to advise the Council, Municipal Manager and Management.
- Have requisite expertise/ skills and experience in the following fields:
 - ❖ Internal controls
 - ❖ King IV Report on Corporate Governance
 - ❖ Anti-fraud and Anti-corruption
 - ❖ Financial and Management Accounting
 - ❖ Performance Management
 - ❖ Risk Management
 - ❖ Knowledge of Municipal Legislation
 - ❖ Extensive knowledge of Labour Relations Act

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:

- (i) Develop terms of reference that will ensure that all the investigative powers relating to allegations of financial misconduct vest solely with the DC Board,
- (ii) Assist the Council with the investigation of allegations of financial misconduct,
- (iii) Investigate allegations of financial misconduct upon receipt of instruction from the Council,
- (iv) 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,
- (v) To make determination that the allegation is frivolous, vexatious, speculative, or obviously unfounded, the investigation must be terminated,
- (vi) Conduct full investigation if allegations are found,
- (vii) Prepare and submit reports to the Council as appropriate for each case and associated terms of reference,
- (viii) Provide recommendations on further steps to be taken regarding disciplinary proceedings, or any other relevant steps to be taken
- (ix) Monitor the institution of disciplinary proceedings against the alleged transgressor

REMUNERATION:

Appointed members of the Disciplinary Board / Disciplinary Committee shall be paid a sitting allowance as per stipulated rates as prescribed by National Treasury regulation 20.2.2 for attendance of meetings and travelling as per transport rates for travelling.

DISCLAIMER:

- Applicants who have not received any response within 30 days of the closing date should regard their application as unsuccessful.
- A candidate who canvasses any Councilor or official for preference will be disqualified immediately from selection process or from appointment.
- All candidates may be subjected to vetting before appointment.
- The Municipality reserves the right to / not to appoint.
- Persons who are disqualified under Regulation 4 (5) of the MFMA Regulations on Financial Misconduct, Procedures and Criminal Procedures will not be considered:

Regulation 4 (5)

- 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 dishonest is an element.
- c. A person who has at any time 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.

TERM OF OFFICE: 3 Years fixed term

Application letter, comprehensive curriculum vitae, and certified copies of qualifications as well as information regarding experience of serving on the Disciplinary Board/ Disciplinary Committee should be addressed to the Municipal Manager,

Application: It is mandatory to submit application letter, a detailed Curriculum Vitae and relevant supporting documentation, including a copy of an ID document, copies of qualifications, summary of previous Audit Committee memberships and references to: **The Municipal Manager, Private Bag X 14, Flagstaff, 4810 ("Applications: Municipal Disciplinary Board")**, or hand delivered to Municipal offices in Flagstaff (Registry office) or Lusikisiki Municipal offices (Reception).

Note: Correspondence will only be made with short-listed candidates. If you have not been contacted within Three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Ingquza Hill Local Municipality reserves the right to cancel this advertisement at any stage of the process.

Enquiries may be directed to Manager: Internal Audit & Risk, Mr. S. Galada (039) 252 0131/ sgalada@ihlm.gov.za during office hours between 07:45 am – 16:45pm Monday to Thursdays and Fridays until 15:00pm.

CLOSING DATE: 13 OCTOBER 2025 at 16:45 PM

INGQUZA HILL LOCAL MUNICIPALITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT.

The appointment is made according to the Council conditions of service. Canvassing support from Municipal Officials and Councilors is prohibited and any person found guilty thereof, will be disqualified.

V.C. Makedama

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Municipal Manager

