



Umvoti Municipality

VACANCY: 2 x MEMBERS OF A MUNICIPAL DISCIPLINARY BOARD

Umvoti Municipality is calling for interested suitably qualified persons with requisite skills to submit their applications to serve on its Disciplinary Board.

In terms of Chapter 2 of Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, Government Gazette No. 37699 of 30 May 2014 on Local Government: Municipal Finance Management Act, 2003, Umvoti Municipal Council hereby invites applications from members to be appointed on part-time basis to Disciplinary Board.

The Disciplinary Board is an independent advisory body that will assist council with the investigation of allegations of financial misconduct, and provide further steps to be taken regarding disciplinary proceedings.

BASIC REQUIREMENTS:

❖ Legal Field:

- LLB or related qualification specializing in Labour Law;
- Admitted attorney;
- Minimum of 5 years practising experience;
- Membership with a recognized professional body.

❖ Financial Management and Governance Field:

- Postgraduate Degree in Finance;
- 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.

❖ Competencies/Skills:

- Ability to communicate effectively, to lead and participate in the discussions;
- Sound knowledge and understanding of local government is essential;
- A good understanding of the treatment of allegations and investigations.

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. Proven experience in serving as an Audit and Risk Committee Member in a local government institution

QUALIFICATION CRITERIA

A member of a Disciplinary Board must:

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

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.

TERM OF OFFICE

Prospective members of the Disciplinary Board will be contracted for a period not exceeding three (3) years.

REMUNERATION:

The remuneration will be at the discretion of Council and in compliance with Treasury guidelines.

SEQUENCE OF MEETINGS

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

Please note that NO fax applications will be accepted. The municipality reserves the right not to make any appointment following the placement of this advertisement. Applications containing a letter of application, curriculum vitae and certified copies of all qualifications as well as identification document marked "**DISCIPLINARY BOARD MEMBER**" shall be sent to the **Municipal Manager, P.O. Box 71, Greytown, 3250**. Alternatively; records@umvoti.gov.za Any enquiries relating to this advertisement may be directed to the Municipal Manager, Miss NP Ndaba who can be contacted on 033-413 9100 during office hours commencing from 08h00 -16h00, Monday to Friday.

The municipality will not be held responsible for lost applications unless proof of receipt by the municipality produced.

CLOSING DATE: 13 MARCH 2026


MISS NP NDABA
MUNICIPAL MANAGER

P O BOX 71
GREYTOWN
3250

5096
NOTICE NO: