



Tokologo Local Municipality calls on independent suitably qualified and interested individual to serve as a member of its Disciplinary Committee Board for period of (3) years.

EXTERNAL ADVERTISEMENT – 5 POSITIONS

REQUEST FOR APPLICATIONS TO SERVE ON THE DISCIPLINARY BOARD OF TOKOLOGO LOCAL MUNICIPALITY

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 Tokologo 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 Tokologo 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.

ESSENTIAL REQUIREMENTS:

Proven working experience at a senior management level and a relevant degree or equivalent qualification in Legal, Municipal Finance and Governance and/or Forensic Investigation. Verifiable experience in disciplinary proceedings will be an added advantage.

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

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 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 of 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

APPLICATION SUBMISSIONS

Each applicant must submit the following:

- A signed application letter.(Available on the Municipal website)
- Comprehensive CV.
- Certified copies of qualifications.
- Certified copy of identity document.

PLEASE NOTE: Application forms are available at all Tokologo Local Municipality Offices. No faxed or emailed applications will be accepted. Certified copies of academic qualifications and a copy of your curriculum vitae (CV) must accompany all application forms. Short listed candidates will be required to produce original copies of academic qualifications on the day of the interview.

Correspondence will only be entered into with short listed candidates. If you do not receive notification regarding your application within one month of the closing date. Kindly assume that your application was not successful.

Please forward all applications to: Acting Municipal Manager - Mr MA Sehloho, Tokologo Local Municipality.
Private Bag x 46, Boshof, 8340.

Closing date: 11 July 2023 at 16:00.

**MR MA SEHLOHO
ACTING MUNICIPAL MANAGER**