



**UMHLABUYALINGANA
MUNICIPALITY**

Postal: Private Bag X901, Kwa-Ngwanase, 3973
Tel: +27 35 592 0665 • +27 35 592 0680
Fax: + 27 35 567 0672

MUNICIPAL DISCIPLINARY BOARD ADVERTISEMENT

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

Umhlabuyalingana Local Municipality hereby invites three independent, suitably qualified persons in Legal, Financial Management and Governance field to serve as members of the Disciplinary Board established in terms of *Chapter 2 of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings; Government Gazette No. 37699 of May 2014 on Local Government Municipal Finance Management Act, 2003.*

MINIMUM REQUIREMENTS:

Legal Field

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

Financial Management and Governance Field

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



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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
- 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:

- Develop terms of reference that will ensure that all the investigative powers relating to allegations of financial misconduct vest solely with the DC Board
- Assist Council and the Board of directors with the investigation of allegations of financial misconduct
- 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
- Investigate allegations of financial misconduct in the municipality upon receipt of instruction from Council/Accounting Officer/Delegated Authority
- Prepare and submit reports to the Municipal Council/ Board of Directors/ Mayor and Accounting Officer as appropriate for each case
- Provide recommendations on further steps to be taken regarding disciplinary proceedings, or any other relevant steps to be taken
- Monitor the institution of disciplinary proceedings against an alleged transgressor



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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 Councillor 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 X901, Kwa-Ngwanase, 3973 (“Applications: Municipal Disciplinary Board”), or hand delivered to Municipal offices on R22 Manguzi Main Road, Kwa-Ngwanase, 3973 (Office of the Municipal Manager)

- MISSION : “Creating an enabling environment and sustainable development which promotes quality of life.”
- VISION : To be a people centered premier socio-economic development and Environmentally Friendly Service Delivery Municipality



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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. uMhlabuyalingana Local Municipality reserves the right to cancel this advertisement at any stage of the process.

Enquiries may be directed to the Municipal Manager: Mr NPE Myeni on (035) 592 0680 / NathiM@mhlabuyalingana.gov.za during office hours between 07:45 am – 16:00 pm Monday to Friday.

CLOSING DATE: 13 MARCH 2026 at 16:00 PM

UMHLABUYALINGANA 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 Councillors is prohibited and any person found guilty thereof, will be disqualified.



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NPE Myeni
Municipal Manager

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