

NKETOANA LOCAL MUNICIPALITY



ESTABLISHMENT OF DISCIPLINARY BOARD/DISCIPLINARY COMMITTEE

Nketoana 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. Nketoana Local Municipality hereby invites applications from suitably qualified persons wishing to serve on its Disciplinary Board/Disciplinary Committee. Nketoana Local Municipality seeks to appoint **two** suitable qualified professionals to a Disciplinary Board/Disciplinary Committee on financial misconduct which one of them will be appointed as a chairperson.

REQUIREMENTS

Legal Field

LLB or related qualifications.

Minimum of 5 years legal experience at management level.

Admission as an attorney of high court.

Financial Management and Governance Field

Postgraduate Degree 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.

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. Preference will be given to applicants with experience in serving on Disciplinary Boards or committees of the same purpose.

DUTIES:

- 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.
- Investigate allegations of financial misconduct in the municipality upon receipt of instruction from Council or Accounting Officer
- Prepare and submit reports to the Municipal Council or Accounting Officer

- 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.
- 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.
- To make determination that the allegation is frivolous, vexatious, speculative, or obviously unfounded, the investigation must be terminated.
- Conduct full investigation if allegations are founded.

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 Disciplinary Board/ Disciplinary Committee should be addressed to Municipal Manager,

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.

Applications can be post to The Municipal Manager

Attention: Human Resource Manager
Nketoana local Municipality
P.O. Box 26
REITZ
9810

Or can be hand delivered at:

Nketoana Local Municipality at the Human Resource Office.
Enquiries may be directed to Human Resource Management: Corporate Services, Mr J Mokoena (058) 050 3168 during office hours between 07:30 am – 16:30pm Monday to Fridays.

CLOSING DATE: 27-02-2026

