**MUNICIPAL NOTICE 15/2018**

**REQUEST FOR APPLICATIONS TO SERVE ON THE DISCIPLINARY COMMITTEE BOARD TO INVESTIGATE FINANCIAL MISCONDUCT**

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

**OBJECTIVES AND RESPONSIBILITIES**

In accordance with the provisions of Municipal Regulations on Financial Misconduct, Procedures and Criminal Proceedings, Government Gazette No 37 699, Chapter 2, Section 4 (1) “***A Municipal Council must establish a disciplinary board to investigate allegations of financial misconduct in the Municipality to monitor the institution of disciplinary proceedings against an alleged transgressor***” makes provision for the establishment of a Disciplinary Board which will receive and investigate allegations of financial misconduct within Municipalities.

**REQUIREMENTS**

* Proven experience in the legal field
* Prospective member must have character, integrity, honesty and reputation beyond reproach
* Excellent analytical, probing capabilities, good communication skills and objectivity.
* General experience of management in the municipal sector environment will be an advantage.
* Sound knowledge and understanding of local government is also essential.
* Residents of the Makana Municipality area of jurisdiction are encouraged to apply.

**ADDITIONAL QUALITIES**

Integrity, independence, objectivity, dedication, understanding of public sector business cycles and controls, knowledge of legal functions in the Municipality or Public Sector, knowledge of the Municipal Finance Management Act and Treasury Regulations, implications on a constitutional institution, possess knowledge of management principles and high level of ethics, and independent judgment.

**KEY FUNCTIONS**

Persons interested in this function and who are highly qualified therefore will be expected to advise on amongst others on the following matters relating to:

Advise the Council and the Accounting officer

 Investigate allegations of financial misconduct within the Municipality

***Makana Municipality shall strive to ensure sustainable, affordable, equitable and quality services in a just, friendly s and healthy environment, which promotes social and economic growth for all.***

**…a great place to be**

**TERMS OF OFFICE**

 Prospective member of the disciplinary committee will be contracted for three 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.

**PLEASE NOTE:**

1. Applications who have not received any response within 30 days of the closing date should regard their application as unsuccessful.

2. A candidate who canvasses any councilor or official for preference will be disqualified immediately from selection process or from appointment.

3. All candidates may be subjected to vetting before appointment.

4. The municipality reserves the right to/not to appoint.

 **APPLICATION SUBMISSIONS**

Each applicant must submit the following:

* + A signed application letter.
	+ Comprehensive CV.
	+ Certified copies of qualifications.
	+ Certified copy of identity document.

City Hall · High Street · Grahamstown · 6139

City Hall · P.O Box 176 · Grahamstown · 6140

**Tel.** +27 (0) 46 603 6034

**Fax.** +27 (0) 46 622 9700

**e-mail**.anjomeni@makana.gov.za

**http. www.makana.gov.za**

Enquiries: Ms. Alude Njomeni – anjomeni@makana.gov.za

All applications must be sent to: Municipal Manager, Makana Municipality, P. O. Box 176, GRAHAMSTOWN, 6140

CLOSING DATE FOR SUBMISSIONS: On or before 31 August 2018, 16H30.

**MR. M. MENE**

**MUNICIPAL MANAGER**

City Hall · High Street · Grahamstown · 6139

City Hall · P.O Box 176 · Grahamstown · 6140

**Tel.** +27 (0) 46 603 6175

**Fax.** +27 (0) 46 622 9700

**e-mail**.anjomeni@makana.gov.za

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