



CEDERBERG MUNICIPALITY

VACANCY: 2 MEMBERS OF A DISCIPLINARY BOARD FOR FINANCIAL MISCONDUCT

NOTICE: 108/2025

In terms of Chapter 2 of Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, Government Gazette No. 37682 of May 2014 on Local Government: Municipal Finance Management Act, 2003, the Cederberg Municipal Council hereby invites applications from members of the public to be appointed on part-time basis to the Disciplinary Board for Financial Misconduct. Cederberg Municipality wish to establish an independent advisory body that assist the Council with the investigation of allegations of financial misconduct, and provide further steps to be taken regarding disciplinary proceedings.

MINIMUM REQUIREMENTS: LEGAL FIELD

- ✓ LLB or related qualification specializing in Labour Law;
- ✓ Admitted attorney,
- ✓ Minimum of 10 years practicing experience;
- ✓ Membership with recognized professional body;

FINANCIAL MANAGEMENT AND GOVERNANCE FIELD

- ✓ Postgraduate Degree in Finance;
- ✓ Minimum of 5 years' experience at a management level in an accounting/ auditing field;
- ✓ Master's degree and certification as a CA, CIA, CFE, CFIAP etc. will serve as added advantage.

COMPETENCIES/ SKILLS:

- ✓ The ability to communicate effectively, to lead and participate in discussions.
- ✓ Sound knowledge and understanding 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.

BASIC REQUIREMENTS:

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; and
- c) not be disqualified under regulation 4(5)

KEY RESPONSIBILITIES:

The Disciplinary Board will be expected to:

- Assist Council and the Board of directors with the investigation of allegations of financial misconduct;
- Investigate allegations of financial misconduct in the municipality or municipal entity upon receipt of instruction from Council/ Board of Directors / Accounting Officer;
- Prepare and submit reports to the Municipal Council/ Board of Directors/ Executive 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;

TERM OF OFFICE AND REMUNERATION

The term of office of the appointed candidate will be for a period of three years. Persons appointed to the Disciplinary Board will be remunerated at rates determined by the Municipal Council from time to time.

Applicants are encouraged to use the Application Form (attached on this advert). 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, PO Box X 2, 8135. Alternatively; Mr. Joylyon Goeieman (Chief Internal Auditor) joylyong@cederberg.gov.za

Any enquiries relating to this advertisement may be directed to the Chief Internal Auditor, Mr Joylyon Goeieman who can be contacted on 027 482 8000 during office hours commencing from 07H30-16H00, Monday to Friday.

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. Should you not be contacted by this office within three (3) months after the closing date, kindly consider that your application was not successful.

CLOSING DATE: 30 MAY 2025 AT 12H00.

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Mr. Gerrit Matthyse
Municipal Manager