



# SOL PLAATJE LOCAL MUNICIPALITY

## APPLICATION FOR A MEMBER TO SERVE ON THE AUDIT COMMITTEE OF THE SOL PLAATJE LOCAL MUNICIPALITY

In accordance with the provisions of Section 166 of the reporting and information Local Government: Municipal Finance Management Act (No 56 of 2003), each Municipality is required to constitute an Audit Committee that will serve as an independent advisory body which must advise the Municipal Council, the Accounting Officer and the Management of the Municipality. Applications are hereby invited from members of the public to serve an Audit Committee Member of the Sol Plaatje Local Municipality. The Municipality requires a member from the public to serve on the Committee. Persons who meet the requirements listed may apply directly for consideration.

### ATTRIBUTES OF MEMBERS:

The council seeks to appoint candidates that have ability to:

- Perform the role as advisor to management.
- Communicate effectively with management.
- Carefully review information received and obtain clarification from management as and when appropriate.
- Raise relevant questions, evaluate responses and follow up on any matter that is unclear.
- The ability to conduct responsibilities in the context of the municipality's strategic objectives and overall corporate governance of the council.
- The ability to act independently and be proactive in advising the accounting officer regarding issues that require further management attention.
- Encourage openness and transparency.
- Build relations with management.
- Have a professional approach to performing duties, including commitment of time and effort.

### REQUIREMENTS:

The applicants should collectively possess different expertise to enhance the committee overall knowledge of the organisation. The following skills and experience should be attained:

- A relevant degree or equivalent qualification in Accounting, Risk Management, Performance Management, Auditing or Certified Internal Audit (CIA) with at least 5 years' experience functioning at Senior management level will have preference.
- At least 5 years' executive management experience gained in financial management / auditing / legal / engineering / performance management.
- Public sector experience with an understanding of service delivery priorities.
- Good governance and / or financial management experience.
- An understanding of the role of council and councillors.
- Familiarity with risk management practices.
- An understanding of major accounting practices and public sector reporting requirements.
- Familiarity with legislation applicable to municipalities.
- An understanding of the roles and responsibilities of internal and external auditors.
- An understanding of the treatment of allegations and investigations.
- An understanding of the performance management system.

### TERM OF OFFICE AND REMUNERATION:

Term of office will be three (3) years, thereafter, it will be subjected for review at council's discretion. Members who are appointed to the audit committee will be remunerated at rates commensurate with their professional standing.

### APPLICATIONS:

All applications must be accompanied by an official Sol Plaatje Local Municipality application form and a comprehensive curriculum vitae. Failure to submit the application form may lead to disqualification.

Applicants must note that further checks may be conducted once they are shortlisted and their appointment is subject to positive outcomes of such checks, which include security clearance, qualification verification and criminal record verification.

### ENQUIRIES: MRS M FOURIE, (053) 830 6710 / mfourie@solplaatje.org.za

Application forms are available on the municipal website ([www.solplaatje.org.za](http://www.solplaatje.org.za)).

Your application must be completed on an official Sol Plaatje Local Municipality application form and will not be considered

Forward the official application form, comprehensive CV and letter of acceptance from the nominee to Mrs M Fourie, Sol Plaatje Local Municipality, c/o Bultfontein & Lyndhurst Avenues, New Civic Building, HR, 3rd Floor or send it electronically to [mfourie@solplaatje.org.za](mailto:mfourie@solplaatje.org.za). These requirements must be met and failure to do so will result in the applicant's immediate disqualification.

**Late applications will not be accepted.**

**Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.**

**THE SOL PLAATJE LOCAL MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT.**

**CLOSING DATE: 29 November 2024 @ 12:00**



# SOL PLAATJE

LOCAL MUNICIPALITY

1 Sol Plaatje Drive, Kimberley, 8301

Recruitment Tel (053) 830 6705

Email [work@solplaatje.org.za](mailto:work@solplaatje.org.za)

Website [www.solplaatje.org.za](http://www.solplaatje.org.za)

## APPLICATION FORM FOR EMPLOYMENT

1. This form must be completed in full, accurately and legibly in your own handwriting with a black pen. All relevant substantial information must be provided in this form. Any additional information may be provided on a CV.
2. A separate application form is required should you apply for more than one position.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist Sol Plaatje Municipality to expedite recruitment and selection process.
4. All information received shall be treated with confidentiality and shall not be used for any other purpose than to assess suitability to the advertised position.
5. Canvassing for appointment will disqualify an applicant.
6. If you have not been contacted within 60 days, your application was unsuccessful.
7. This application form is used to assist Sol Plaatje Municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

### DETAILS OF THE ADVERTISED POST (as reflected in the advert)

Advertised post applying for																						
Reference Number	2	0			/											Notice service period						
Employment Status	Unemployed <input type="checkbox"/>			Employed <input type="checkbox"/>			Self-employed <input type="checkbox"/>															

### PERSONAL DETAILS

Internal Candidate	Yes	No	Intern	Yes	No	If yes, from						Employee Pay Number								
Surname																				
First Names																				
ID / Passport Number																				
Gender	Male	Female	Race			African	Coloured	Indian	White											
Do you have a disability?	Yes	No	If yes, elaborate.																	
Are you a South African Citizen?	Yes	No	If not, what is your nationality?																	
			Do you have a valid work permit?			Yes	No													
Do you hold a professional membership with any professional body?	Yes	No	Membership Number																	
Name of professional body											Expiry Date									
Languages (Read, Write & Speak)	Afrikaans	<input type="checkbox"/>	English	<input type="checkbox"/>	Ndebele	<input type="checkbox"/>	Northern Sotho	<input type="checkbox"/>	Southern Sotho	<input type="checkbox"/>	Swazi	<input type="checkbox"/>								
	Tswana	<input type="checkbox"/>	Tsonga	<input type="checkbox"/>	Venda	<input type="checkbox"/>	Xhosa	<input type="checkbox"/>	Zulu	<input type="checkbox"/>	Sign Language	<input type="checkbox"/>								
Drivers Licence	Yes	No	Licence Code			A	A1	B	C1	C	EB	EC1	EC	PDP	Learners					

### CONTACT DETAILS

Mobile Phone Number																<i>Please ensure the number is correct. If it changes, please inform us.</i>									
Residential Address																Postal Code									
	Residential Province	EC	FS	GP	KZN	LP	MP	NC	NW	WC															
Postal Address																Postal Code									

(Please submit an email address and ensure it is correct, as we mostly communicate via email)

Email Address															
Preferred Language of Communication															

**QUALIFICATIONS (Please elaborate on CV)**

**Highest secondary qualification obtained**

Name of School																								
Highest Grade			Year Obtained					Province																
City / Town																								

**Highest tertiary qualification obtained**

Name of Institution																								
Name of Qualification																								
NQF Level			Year Obtained																					
Name of Institution																								
Name of Qualification																								
NQF Level			Year Obtained																					
Name of Institution																								
Name of Qualification																								
NQF Level			Year Obtained																					

**WORK EXPERIENCE (Please elaborate on CV) – Start with the most recent (i.e. current employer)**

Employer																								
Post Held																								
From	Month	Year	To	Month	Year																			
Reason for Leaving																								
Employer																								
Post Held																								
From	Month	Year	To	Month	Year																			
Reason for Leaving																								
Employer																								
Post Held																								
From	Month	Year	To	Month	Year																			
Reason for Leaving																								

**DISCIPLINARY RECORD**

Have you been dismissed for misconduct during the past ten (10) years?	Yes	No
If yes, name of Municipality / Employer		
Type of misconduct / transgression		
Date of resignation / disciplinary case finalised / dismissal		
Award / sanction		
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?	Yes	No

**CRIMINAL RECORD**

<b>Have you been convicted of any criminal offence in a court of law during the past ten (10) years?</b>	Yes	No
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<b>If yes, type of criminal act</b>	
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<b>Date criminal case finalised</b>	
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<b>Outcome / Judgement. Please attach proof.</b>	
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**REFERENCES (Please elaborate on CV)**

<b>Name of Referee</b>	
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<b>Relationship</b>	
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<b>Telephone number – office hours</b> (    )		<b>Mobile Phone Number</b>
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<b>Email Address</b>	
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<b>Name of Referee</b>	
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<b>Relationship</b>	
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<b>Telephone number – office hours</b> (    )		<b>Mobile Phone Number</b>
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<b>Email Address</b>	
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<b>Name of Referee</b>	
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<b>Relationship</b>	
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<b>Telephone number – office hours</b> (    )		<b>Mobile Phone Number</b>
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<b>Email Address</b>	
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**DECLARATION**

- I hereby certify that all information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. All relevant information to assist in my application has been disclosed.
- I realise that if this application should lead to my appointment and there is proof that false information has been provided, this may lead to legal proceedings and immediate dismissal.
- I confirm that my contact details given here are correct and if anything changes, I will inform Sol Plaatje Municipality as it is my obligation to provide correct contact information. All correspondence from Sol Plaatje Municipality is done via email and / or sms (text messaging).
- I will avail myself on the date and time scheduled for interviews by Sol Plaatje Municipality as I understand that interview dates cannot be altered.
- The Sol Plaatje Municipality complies with the provisions of the POPIA and you are hereby giving consent that your information will only be used for the purpose of the position you have applied for.
- I hereby also give consent that Sol Plaatje Municipality can access my personal information and conduct the following checks as and when necessary qualification(s), memberships, work permits, employment references, criminal record, ID verification, drivers' licence and PDP.

<b>Signature</b>	<b>Date</b>
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**FOR SOL PLAATJE MUNICIPALITY RECRUITMENT OFFICE USE ONLY**

<b>Appointed as</b>	<b>From</b>
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<b>Salary Scale</b>	<b>Notch</b>
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<b>Remarks</b>	<b>Post ID</b>
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<b>Directorate</b>	<b>Appointments Committee</b>
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<b>Vote number</b>	<b>Reference No</b> 20_____ / _____
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<b>Application processed (Recruitment)</b>	<b>Date</b>
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<b>Comments</b>	
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<b>Comments</b>	
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<b>Approval – Executive Director</b>	<b>Date</b>
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<b>Approval – Municipal Manager</b>	<b>Date</b>
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<b>Approval – Human Resource Manager</b>	<b>Date</b>
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**COMPANY DETAILS "Company"** To be completed by Company Agent

Company Name: Sol Plaatjie Municipality Email: cgouws@solplaatje.org.za  
 Agent Name: Christine Gouws Mobile No: 053 830 6705

**CANDIDATE PERSONAL INFORMATION** To be completed by the Candidate

Surname: \_\_\_\_\_  
 Full Names: \_\_\_\_\_ Maiden Name \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 ID Number / Identifier: 

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 Description of Identifier: \_\_\_\_\_  
 E.g. South African ID Number, Zimbabwean Passport Number, etc.

**BACKGROUND SCREENING CHECKS** To be completed by the Company Agent

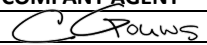
<input type="checkbox"/> Credit Check <input type="checkbox"/> Qualification <input type="checkbox"/> Employment References <input type="checkbox"/> Criminal Checks <input type="checkbox"/> Fraud Check	<input type="checkbox"/> Sanctions <input type="checkbox"/> Identity Verifications <input type="checkbox"/> Insurance Regulations <input type="checkbox"/> Drivers license & Vehicles <input type="checkbox"/> Social Media Screening Checks
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**DEFINITIONS**

- "Candidate" means the person on whom the Company will process background screening checks for lawful purposes including but not limited to employment/ continuation of employment;
- "Company" refers to MIE Client;
- "Consumer Credit Information" shall have the meaning ascribed to it in section 70 of the NCA;
- "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- "FSCA" refers to the Financial Sector Conduct Authority;
- "NCA" shall mean the National Credit Act, No. 34 of 2005, as amended from time to time, including any regulations made under the Act;
- "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- "POPI" shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time, including any regulations made under the Act;
- "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them;
- "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

**ACKNOWLEDGMENT OF THE USE OF PERSONAL INFORMATION**

- I acknowledge
- that the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), will need to process my Personal Information to conduct background screening checks as indicated above which are required by the Company.
  - that verification requests form part of the background screening process and that:
    - requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA and for the below prescribed purposes only;
      - For employment in a position of trust and honesty and entails the handling of cash or finances;
      - Fraud prevention or detection.
    - data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
    - that any Personal Information supplied to the Company is provided voluntarily and is accurate and current as the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company, I further agree to correct and update such information when necessary;
  - that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner, and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
  - that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
  - may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes;
  - may be shared by the Verification Information Suppliers with MIE and be further stored and shared by MIE with the Company and Fraud databases or services when the information provided for verification is deemed fraudulent by the Verification information Suppliers for purposes of continued or future employment or for other legitimate purposes as per the NCA or other National or Provincial Legislation;
  - may be stored by MIE, for legislated retention periods and where such periods are not legislated then my personal information may be stored by MIE for as long as the information may be needed for verification purposes, or any other period as I may agree with the MIE. and
  - Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information MIE will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
  - I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
  - A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.
  - "I agree that MIE, to the extent permitted by law, will not be liable for any complaint, claim or action brought by me, arising from any action or omission by MIE, to the extent that such action or omission resulted from MIE complying with the terms of this agreement and I shall indemnify, hold harmless and defend MIE from and against any such claims or actions brought against MIE."

	<b>CANDIDATE</b>	<b>COMPANY AGENT</b>
<b>SIGNATURE</b>		
<b>DATE</b>		

All signatories to this document agree that MIE will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to MIE for the Company by MIE's suppliers. The Company and the Candidate hereby indemnifies and holds MIE harmless against any loss arising from neglect or damage in procuring, communicating, or failing to communicate information to the Company.