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**REPUBLIC OF SOUTH AFRICA
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GENERAL NOTICE

NOTICE 741 OF 2011

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001

PHYSICAL ADDRESS : **240 Walker Street, Govan Mbeki House, Sunnyside (c/o Troy and Walker Streets), Pretoria**

FOR ATTENTION : **Mr Abel Mositsa, 012 421 1469**

CLOSING DATE : **28 October 2011**

POST : **CALL FOR NOMINATION FOR THE NON-EXECUTIVE DIRECTORS OF THE COMMUNITY SCHEMES OMBUD SERVICE**

REFERENCE **DOHS/45/2011**

Honourable Minister Tokyo Sexwale, the Executive Authority for Human Settlements invites the public to nominate candidates to serve as Non-Executive Members to the Board of the Community Schemes Ombud Service.

The Community Schemes Ombud Service is a public entity to be established in terms of the Community Schemes Ombud Service Act, 2011 (Act No. 9 of 2011). It is an entity classified under Schedule 3 of the PFMA. The Service is tasked with the following:

- (a) Develop and provide a dispute resolution service in terms of this Act;
- (b) Provide training for conciliators, adjudicators and other employees of the Service;
- (c) Regulate, monitor and control the quality of all sectional titles scheme governance documentation and such other scheme governance

documentation as may be determined by the Minister by notice in the *Gazette*; and

- (d) Take custody of, preserve and provide public access electronically or by other means to sectional title scheme governance documentation and such other scheme governance documents as may be determined by the Minister by notice in the *Gazette*.

The public is invited to nominate candidates who will serve on the Community Schemes Ombud Service Board of Directors as Non-Executive members to assist the Service to deliver on its legislative mandate. The Board is the accounting authority of the Service and will,

- (a) Implement the mandate contemplated in section 5 and any strategic plan of the Service in order to achieve the objectives of the Service;
- (b) Make decisions on behalf of the Service and ensure that these decisions are carried out;
- (c) Provide guidance to the chief ombud in the performance of his or her functions in terms of this Act;
- (d) Notify the Minister immediately of any matter that may prevent or materially affect the achievement of the objects or financial targets of the Service; and
- (e) Refer to the Minister any matter concerning the adverse functioning of the Service.

Minimum Requirements

Nominated candidates should have expertise *and* substantial experience in one, or more, of the following fields:

- (i) Risk management;
- (ii) Financial management;

- (iii) Dispute resolution in community schemes;
- (iv) Public education and training;
- (v) Management of community schemes;
- (vi) Community schemes governance documentation; or
- (vii) Development of community schemes;

The following sort after attributes, when viewed collectively, will serve as an advantage for the nominated candidates:-

- Commitment to development and the principles of good corporate governance;
- Visionaries, who are able to formulate and implement strategy, define policies and priorities consistent with the housing delivery responsibility of the government;
- Representative of the population of South Africa, and
- Theoretical and/or practical knowledge in housing policy development.

DISQUALIFICATION

A person shall not be appointed as director if he or she:-

- (a) Is an unrehabilitated insolvent or becomes insolvent and the insolvency results in the sequestration of that person's estate;
- (b) Has been declared by a competent court to be mentally ill;
- (c) Has been convicted, in the Republic or elsewhere, of theft, fraud, forgery, perjury or any other offence involving dishonesty;
- (d) Has been convicted of any other offence, whether in the Republic or elsewhere, committed after the Constitution of the Republic of South

Africa, 1993, took effect, and sentenced to imprisonment without the option of a fine;

- (e) Has been, or is, removed from an office of trust on account of misconduct in respect of fraud or the misappropriation of money;
- (f) Is otherwise disqualified from serving as a member of a Board in terms of the Companies Act, 2008 (Act No. 71 of 2008); or
- (g) Has or acquires an interest in a business or enterprise, which may conflict or interfere with the proper performance of the duties of a member of the Board.

TERMS AND CONDITIONS

Non-executive members of the Board will hold office for a period not exceeding three years and may be eligible for reappointment but may not serve for more than two terms consecutively.

NOMINATION PARTICULARS

Nominations should be submitted in writing and must have the following details:-

1. Full name and address of the person(s) or organization(s) nominating the candidate.
2. A Curriculum Vitae (CV) of the candidate. The CV must include:
 - The candidate's full names, ID number and gender.
 - Contact address, telephone, faxes numbers and email address (if any).
 - Experience, knowledge and skills.
 - Certified copies of academic qualifications and supporting information.
 - At least 2 names and contact details of referees.
3. A signed letter of acceptance of the nomination from candidate.
4. Strict compliance with the nomination requirements is essential.

Applications must be submitted to the Department of Human Settlements on or before 28 October 2011.

a. By posting to the following address:

Department of Human Settlement
Private Bag X 644
Pretoria
0001

b. By submitting to:

Department of Human Settlement
Govan Mbeki House
240 Walker Street
Sunnyside
Pretoria

For Attention: Mr Abel Mositsa, 012 421 1469

ENQUIRIES: Mr N Chainee
Tel: (012) 421-1603
