

## EXTERNAL CIRCULATION

**DIRECTORATE: HUMAN SETTLEMENTS, PLANNING & DEVELOPMENT AND PROPERTY MANAGEMENT**

**POST DESIGNATION: MANAGER: COMPLIANCE, COMPLAINTS & INVESTIGATIONS**

**REF: 2468614**

<b>Salary</b>	:	R 548 940 – R712 956 per annum T15 (subject to Task evaluation)
<b>Service Benefits</b>	:	Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements, 13th Cheque and Group Life Insurance)
<b>Perks</b>	:	Cellphone and Vehicle Allowance (subject to prescribed requirements)

### MINIMUM REQUIREMENTS:

- Relevant NQF 7 Qualification
- 8 Years relevant middle management experience in Compliance and Investigations in the private/public or local government sector
- Valid Code EB Drivers License
- Must be highly computer proficient – MS Word, Excel and knowledge of legal software
- Ability to communicate in at least two of the official languages of the Western Cape (of which English must be one)

### SPECIAL CONDITIONS:

- Must be willing to work overtime
- Ability to work on diverse legal matters at the same time
- Ability to communicate legal advice to staff members in understandable terms
- Specialized court duties / decision making
- Excellent Administrative skills
- Able to maintain and inspire high levels of Integrity

### PREFERRED REQUIREMENT:

- LLB
- Previous Prosecuting experience

### COMPETENCIES:

- Written communication
- Oral communication
- Business processes
- Influencing
- Ethics and professionalism
- Problem solving
- Planning and organizing
- Attention to detail
- Investigation of complaints
- Technical report writing
- Cognitive ability
- Direction setting

### KEY PERFORMANCE AREAS:

- Control, coordinate, process and administer all cases with regards to contravention and enforcement of town planning, building control and environmental by-laws and legislation applicable to these functions and includes data management.
- Manage and co-ordinate town planning, building control and environmental matters that require litigation, intervention or legal opinion.
- Manages processes associated with confirmation of compliance of property with development rules and legislation prior to submission of applications to the Register of Deeds.

- Ensure and advise on compliance with applicable law, promotion of administrative justice and protection of intellectual property of all internal processes followed by the line Departments within the division.
- Implement functional management procedures for the section and monitor outcomes.
- Interpret and understand complex service delivery issues and the compilation of effective complaints and investigations plans.
- Interprets cases within the rules of property law, human rights, housing law, valuations law, local government law, administrative and information law, criminal law and consumer law and the management of legal and litigation processes to minimize potential legal risk.
- Conducting high level court Investigations.
- Manage the operational and performance objective and targets of the section including undertaking the Human Resource Management actions assigned to the post and supervising Investigators and administrative staff.
- Render internal legal service within the division of Town Planning and Environmental Management in respect of compliance, development of agreements and processing of appeals.

**ENQUIRIES: Ms D Power (044 – 801 9476)**

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and drivers license. Applications must be submitted **electronically** preferably as one PDF document to [recruitment@george.gov.za](mailto:recruitment@george.gov.za). Application forms can be obtained from the Municipal website, [www.george.gov.za](http://www.george.gov.za) and must reach the Human Resource Department on or before 24 February 2023 at 12:00. **Applicants must clearly state in the reference number and position title in the subject line of the email.**

**Disqualification:**

**Please note that the following will lead to disqualification:**

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing of Councillors.**
- 3. Submission of fraudulent qualifications and/ or documents.**

**NB:** Please note that shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to background checks being performed.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 30 days of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/underrepresented groups.

**CLOSING DATE: 24/02/2023**

## SIJIKELIZISWA NGAPHANDLE

**ICANDELO LOLAWULO: UKUHLALISWA KOLUNTU, UCWANGCISO & NOPHUHLISO NEPROPATI**

**IGAMA LESITHUBA: UMPHATHI: UKUTHOBELA, IZIKHALAZO & NOPHANDO**

**REF: 2468614**

**Umvuzo**

: R 548 940 – R712 956 ngonyaka T15 (ngokuxhomekeke kuvavanyo lukaTASK)

**IiNzuzo zeNkonzo**

: Uncedo loNyango, Umhlala phantsi, Isibonelelo seZindlu/ukuQesha (ngokuxhomekeke kwiiMfuneko ezimiselweyo), Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela

**ISONGEZO SOMVUZO**

: Isibonelelo sikaNomyayi kunye neseNqwelo (ngokuxhomekeke kwiiMfuneko ezimiselweyo)

### IIMFUNEKO EZINCINANE:

- Isiqinisekiso esifanelekileyo seNQF 7
- Iminyaka esi- 8 yamava afanelekileyo olawulo oluphakathi oluhambelana nothotyelo nophando kwicandelo labucala/ karhulumente okanye likarhulumente wasekhaya
- Iphepha-mvume lokuqhuba elisemthethweni elinguEB
- Kufuneka ube nolwazi lwekhompyutha oluphezulu – MS Word, Excel kunye nolwazi lwenkqubo yekhompyutha yasemthethweni
- Ukukwazi ukunxibelelana ubuncinane ngeelwimi ezimbini ezisemthethweni zaseNtshona- Koloni) (IsiNgesi kumele sibe sezinye zazo)

### IMIQATHANGO EYODWA:

- Kufuneka ukulungele ukusebenza ixesha elongezelelekileyo
- Ukukwazi ukusebenza kwimicimbi yezomthetho eyahlukeneyo ngaxeshanye
- Ukukwazi ukunxibelelana neengcebiso zomthetho kubasebenzi ngendlela eqondakalayo
- Imisebenzi yenkundla ekhethekileyo / ukwenza isigqibo
- Izakhono zolawulo ezigqwesileyo
- Uyakwazi ukugcina kunye nokukhuthaza amanqanaba aphezulu okuthembeka

### IIMFUNEKO EZIKHETHIWEYO:

- LLB
- Amava angaphambili okuTshutshisa

### UBUCHULE:

- Unxibelelwano olubhaliweyo
- Unxibelelwano lomlomo
- Iinkqubo zoshishino
- Impembelelo
- Iindlela zokuziphatha ezisesikweni kunye nobungcali
- Ukusombulula ingxaki
- Ukucwangcisa kunye nolungiselelo
- Ingqalelo kwinkcukacha
- Uphando lwezikhalazo
- Ukubhala ingxelo yobugcisa
- Isakhono sokuqonda
- Ukubeka umkhomba ndlela

## **IINDAWO EZINGUNDOQO ZOKUSEBENZA:**

- Lawula, lungelelanisa, qhuba kwaye ulawule onke amatyala ngokubhekiselele kutyeshelo kunye nokunyanzeliswa kocwangciso lwedolophu, ulawulo lwezakhiwo kunye nemithetho kamasipala yokusingqongileyo kunye nomthetho osebenzayo kule misebenzi kwaye ibandakanya ulawulo lolwazi olufakwe kwikhompyutha.
- Lawula kwaye ulungelelanise ucwangciso lwedolophu, ulawulo lolwakhiwo kunye nemiba yokusingqongileyo efuna ukumangalelwa, ungenelelo okanye uluvo lwezomthetho
- Ulawula iinkqubo ezinxulumene nokuqinisekiswa kokuthobela kwepropati imigaqo yophuhliso kunye nomthetho phambi kokungeniswa kwezicelo kwiRejista yeeNcwadi zesiGqibo.
- Qinisekisa kwaye ucebise ngokuthotyelwa komthetho osebenzayo, ukukhuthazwa kobulungisa bolawulo kunye nokukhuselwa kwepropathi edalwe yingqondo yomntu yazo zonke iinkqubo zangaphakathi ezilandelwa ngamaSebe aphantsi kweCandelo
- Phumeza iinkqubo zolawulo ezisebenzayo zecandelo kwaye ubeke iliso kwiziphumo.
- Tolika kwaye uqonde imiba yonikezelo lwenkonzo entsonkothileyo kunye nokuqulunqwa kwezikhhalazo ezifanelekileyo kunye nezicwangciso zophando.
- Utolika amatyala ngaphakathi kwemigaqo yomthetho wepropati, amalungelo abantu, umthetho wezindlu, uthetho woqingqo- maxabiso, umthetho karhulumente wasekhaya, umthetho wolawulo nolwazi, umthetho wolwaphulo- mthetho kunye nomthetho wabathengi kunye nolawulo lweenkqubo zomthetho kunye nomangalelwano ukunciphisa umngcipheko womthetho onokubakho
- Qhuba uphando lwenkundla oluphakamileyo.
- Ukulawula iinjongo zokusebenza kunye nezentsebenzo nezinto ekujoliswe kuzo zecandelo kubandakanywa ukwenza izenzo zoLawulo lwezaBasebenzi ezinikezelwe kwisithuba kunye nokongamela abaphandi kunye nabasebenzi bolawulo.
- Nikezela ngenkonzo yezomthetho yangaphakathi kwicandelo loCwangciso lweDolophu kunye noLawulo lokusiNgqongileyo ngokubhekiselele kuthotyelo, uphuhliso lwezivumelwano kunye nokuqhutywa kwezibhenzo.

## **IMIBUZO: Nksk D Power (044 – 801 9476)**

Abafaki -zicelo kufuneka bangenise ifomu yesicelo esemthethweni kunye neCV ebanzi, iikopi zeziqinisekiso zemfundo, isazisi, kunye nephepha- mvume lokuqhuba. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa [recruitment@george.gov.za](mailto:recruitment@george.gov.za). Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, [www.george.gov.za](http://www.george.gov.za) kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla we- 24 eyoMdumba 2023 ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili**

### **Ukuthintelwa:**

**Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:**

- 1.Ungangeniswa kweekopi zeziqinisekiso zemfundo/ irekhodi.**
- 2.Ukurhwetyeshwa kooCeba.**
- 3.Ukungeniswa kweziqinisekiso zobuqhophololo kunye /okanye amaxwebhu**

**QAPHELA:** Nceda uqaphele ukuba abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi

Ukuba awukhange uve kuthi phakathi kweentsuku ezingama-30 zomva wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelana nomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo

**UMHLA WOKUVALA: 24 eyoMdumba 2023**