

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: HUMAN SETTLEMENTS, PLANNING & DEVELOPMENT, & PROPERTIES

POST DESIGNATION: TEMPORARY PLANS EXAMINER

REF: 2572226

Salary : R 318 144 – R 412 992 per annum T11

MINIMUM REQUIREMENTS:

- Relevant 3-year tertiary qualifications in any built environment discipline (e.g., Architecture, Civil Engineering, and Quantity Surveying)
- Computer Literacy: MS Office & Collaborator
- Sound demonstrated knowledge of the Building Regulations and SANS Codes
- Valid Code EB driver's license
- Ability to communicate (read, write, speak) in at least two official languages of the Western Cape Province
- Minimum 2 years of relevant experience required in a Municipal Environment

COMPETENCIES:

- Written and Oral Communications
- Problem Solving
- Examination of Plans
- Customer Centricity
- Planning and Prioritization
- Interpersonal Relationships
- Communication
- Service Delivery Orientation
- Client Orientation and Customer Focus
- Action and Outcome Orientation
- Resilience
- Change Readiness
- Learning Orientation
- Accountability and Ethical Conduct
- Problem Solving
- Impact and Influence
- Team Orientation
- Direction Setting
- Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Ensure compliance of all applications with the National Building Regulations and other legislation, prior to recommendations made to the decision maker
- Ensure that applications are sufficiently reviewed and submitted to the decision-maker with all relevant supporting documentation to enable decision-making
- To ensure prescribed specifications, standards, and statutory requirements controlling development and construction are observed, plans processed, and notification of non-approved submissions circulated within the legislated timeframes
- Ensure that data is gathered and recorded for statistical purposes and easy reference.
- To ensure building plan applications and processes conform to prescribed legislative and operating requirements, prior to decisions being taken and facilitate the maintenance of an accurate database to render credible statistics and adhere to municipal service delivery standards
- Ensure laid down specifications, standards and statutory requirements controlling development and construction are observed

- To maintain open communication and exchange of information with the aim to facilitate and expedite application processes can coordination among all role-players, enabling decision making processes that comply with service delivery standards and promotes transparency and good administration
- To ensure that proposed building plans correspond with buildings on site and to the National Building Regulations and SANS code of practice, and any other applicable legislation
- Ensure accurate measurement tools for performance and growth monitoring and reporting
- Ensure compliance of building plan applications with prescribed laws, council policies and regulations, to get input and feedback from others involved in the process

ENQUIRIES: MR MF TOYER (044 – 801 9509)

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and driver's license. Applications must be submitted **electronically** preferably as **one** PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before 09 May 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/application form.**
- 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: 09/05/2023

VACANCY VAKATURE



SIJIKELEZISWA NGAPHANDLE

ICANDELO LOLAWULO: UKUHLALISWA KOLUNTU, UCWANGCISO & NOPHULISO KUNYE NEEPROPATI

IGAMA LESITHUBA: UMVAVANYI WAMAYILO WETHUTYANA

REF: 2572226

Umvuzo : R 318 144 – R 412 992 ngonyaka T11

IIMFUNeko EZINCINANE:

- Iziqinisekiso ezifanelekileyo zeminyaka emi-3 kuyo nayiphi na inkalo yoBume boLwakhiwo (umz., inzululwazi ngokwakha, ubunjinieli bolwakhiwo, kunye noVavanyo loBungakanani
- Ulwazi lwekhompyutha kwiMS Word & nakuCollaborator
- Ulwazi olufanelekileyo olubonakalisiweyo lweMimiselo yeZakhiwo kunye neMithetho neMimiselo yeSANS
- iKhowudi EB yempepha -mvume lokuqhuba
- Ukukwazi ukunxibelelana ubuncinane ngeelwimi ezimbini(ukufunda,ukubhala nokuthetha) kwezisemthethweni zePhondo laseNtshona Koloni
- Ubuncinane beminyaka emi-2 yamava afanelekileyo afunekayo kuBume bukaMasipala

UBUCHULE:

- Unxibelelwano olubhaliweyo nolomlomo
- Ukusombulula iNgxaki
- Uvavanyo lwamaYilo
- Ukuba sembindini komthengi
- uCwangciso nokubekwa phambili
- Ubudlelwane phakathi kwabantu
- Unxibelelwano
- Ukuqhelaniswa nonikezelo lweeNkonzo
- Ukuqhelaniswa nabaxumi nokugxila kubaThengi
- Ukuqhelaniswa neNyathelo kunye neziphumo
- Ukomelela
- Ukulungela inguqu
- Ukuqhelaniswa nokufunda
- Ukuphendula nemigaqo yokuziphatha ngokusesikweni
- Ukusombulula iNgxaki
- Impembelelo nefuthe
- Ukuqhelaniswa neqela
- Ukubeka umkhomba ndlela
- Ukuqeqesha nokuthantamisa

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Qinisekisa ukuthotyelwa kwazo zonke izicelo kunye neMimiselo yeZakhiwo yeSizwe kunye neminye imithetho, phambi kweengcebiso ezenziwe kumenzi wesigqibo
- Qinisekisa ukuba izicelo ziqwalaselwe ngokutsha ngokwaneleyo kwaye zingeniswa kumenzi wesigqibo nawo onke amaxwebhu afanelekileyo axhasayo ukuze kube nako ukwenziwa kwezigqibo.
- Ukuqinisekisa ukuba iinkcukacha ezimiseliweyo, imigangatho, kunye neemfuneko ezisemthethweni ezilawula uphuhliso nolwakhiwo ziyajongwa, amayilo ayasetyenzwa, kunye nezaziso zezinto ezingenisweyo ezingavunywanga jikelezisiwe phakathi kwamaxesha amisiweyo asemthethweni
- Ukuqinisekisa ukuba ulwazi olufakwe kwikhompyutha luyaqokelelwa kwaye lurekhodwe ngeenjongo zeenkukacha-manani kunye nokulujonga ngokulula.

- Ukuqinisekisa ukuba izicelo zamayilo okwakha kunye neenkqubo zithobela imithetho emiselweyo kunye neemfuno zokusebenza, phambi kokuba kuthathwe izigqibo kunye nokuququzelela ukugcinwa kweenkcukacha kwikhompyutha ezichanekileyo ukuze kunikezelwe ngeenkukacha-manani ezithembekileyo kunye nokuthobela imigangatho yonikezelo lweenkonzo zikamasipala
Ukuqinisekisa ukuba iinkukacha ezibekiweyo, imigangatho kunye neemfuneko ezisemthethweni zolawulo lophuhliso nolwakhiwo ziyajongwa
- Ukugcina unxibelelwano oluvulekileyo kunye notshintshiselwano ngolwazi ngenjongo yokuququzelela nokukhawulezisa iinkqubo zokufaka izicelo nolungelelwaniso phakathi kwabo bonke abathathi-nxaxheba, ukwenza iinkqubo zokwenza izigqibo ezihambelana nemigangatho yonikezelo lweenkonzo nokukhuthaza ukwenziwa kwezinto elubala nolawulo olufanelekileyo
- Ukuqinisekisa ukuba amayilo okwakha acetywayo angqinelana nezakhiwo ezikwisiza kunye neMigaqo yeZakhiwo yeSizwe kunye nemithetho nemimiselo yokusebenza yeSANS, kunye nawo nawuphi na omnye umthetho osebenzayo
- Ukuqinisekiswa kwezixhobo zokulinganisa ezichanekileyo zokubekwa esweni kokukhula nokunika ingxelo
- Ukuqinisekisa ukuthotyelwa kwezicelo zamayilo okwakha nemithetho emiselweyo, imigaqo-nkqubo yebhunga kunye nemimiselo, ukufumana igalelo kunye nempendulo kwabanye ababandakanyekayo kwinkqubo

IMIBUZO: MNU MF TOYER (044 – 801 9509)

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. Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla wama- 9 UCanzibe 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/ iirekhodi.**
- 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

UMasipala ugcine ilungelo lokungaqeshi.

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: 09/05/2023