

EXTERNAL CIRCULATION

DIRECTORATE: HUMAN SETTLEMENTS, PLANNING AND DEVELOPMENT & PROPERTIES

POST DESIGNATION: ASSISTANT BUILDING CONTROL OFFICER

WC0440875

REF: 2590458

Salary : R 318 144-R412 992 T11 per annum

Additional Service Benefits : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- NQF Level 5
- Trade test Artisan in the construction / civil industry
- Computer literate
- Valid code EB Driver's License
- 2 years relevant post in apprentice experience in application and enforcement of construction practices
- Ability to communicate in two of the three official languages of the Western Cape
- Have own transport

COMPETENCIES:

- Building Development Control
- Building Inspectorate Customer Centricity
- Legal Administration
- Negotiation and Influencing
- Ethics and Professionalism
- Organisational Awareness
- Problem Solving
- Planning and Organizing
- Information Management
- Interpersonal Relationships
- Communication
- Service Delivery Orientation
- Action and Outcome Orientation
- Resilience
- Change Readiness
- Learning Orientation
- Accountability and Ethical Conduct
- Team Orientation
- Direction Setting
- Coaching and Mentoring
- Impact and Influence

KEY PERFORMANCE AREAS:

- To ensure that all building work complies with agreed standards, measures, specifications and issue occupation certificates.
- To ensure that the completed structure conforms in every respect with the prescribed legislation
- To ensure that the National Building Regulations is correctly applied, enforced, and determine any transgressions within the area of jurisdiction of Council
- To ensure that the applicable legislation is adhered to by all in Council's area of jurisdiction
- Issue compliance and enforcement of compliance notices

- To ensure that all building plans and related work is followed up and completed within the time allowed
- Inform the Valuation Section in writing of outcomes and findings
- To ensure that an effective administrative service is rendered
- Perform routine inspections
- Conducts inspection to certify extent of development to inform valuations

SPECIAL CONDITION:

- Interpersonal ability to communicate with public and contractors.
- Ability to perform under stressful conditions.
- Thorough Knowledge of the National Building Regulations and By-Laws of Council
- Required to work in adverse weather conditions.
- Experience in application and enforcing of National Building Regulations, SABS Codes of practice, Occupational Health and Safety laws.
- Experience in addressing contraventions and transgressions and issuing compliance.

ENQUIRIES: MR MF TOYER (044 – 801 9176)

Applicants must submit a formal application form and a comprehensive CV, 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 **9 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.**
- 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

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: UKUHLALISWA KOLUNTU, UCWANGCISO, UPHUHLISO & NEEPROPATI

IGAMA LESITHUBA : UMNCEDISI WEGOSA LOLAWULO LWEZAKHIWO

WC0440875

REF: 2590458

Umvuzo : R 318 144-R412 992 T11 ngonyaka

Iinzuzo ezoNgezelelweyo zeNkonzo: Uncedo lonyango, Umhlala phantsi, Isibonelelo seZindlu/sokuQesha (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela.

IIMFUNEKO EZINCINANE:

- Inqanaba lesi- 5 leNQF
- Igcisa lovavanyo lorhwebo kulwakhiwo / kushishino lobunjinieli bolwakhiwo
- Ulwazi lwekhompyutha
- Ikhawudi EB yempepha- mvume lokuqhuba
- Iminyaka emi-2 yamava afanelekileyo kwisithuba somfundi kusetyenziso kunye nokunyanzeliswa kweendlela zokwakha
- Ukukwazi ukunxibelelana ngeelwimi ezimbini kwezintathu ezisemthethweni zaseNtshona Koloni
- Ukuba nesithuthi sakho

UBUCHULE:

- ULawulo loPhuhliso lweZakhiwo
- Umhloli weZakhiwo ontsusa ikuBathengi
- ULawulo lwezoMthetho
- Uthethathethwano neMpembelelo
- Imigaqo yokluziphatha okusesikweni nobuchule
- Ulwazi loMbutsho
- Ukusombulula iNgxaki
- UCwangciso noLungiselelo
- ULawulo loLwazi
- Ubudlelwane phakathi kwabantu
- Unxibelelwano
- Ukuqhelaniswa noNikezelo lweenkonzo
- Ukuqhelaniswa neNyathelo kunye neziphumo
- Ukomelela
- Ukulungela inguqu
- Ukuqhelaniswa nokufunda
- Uxanduva lokuphendula nokuziphatha okuSesikweni
- Ukuqhelaniswa neqela
- Ukubeka umkhomba ndlela
- Ukuqeqesha kunye nokuthantamisa
- Impembelelo kunye nefuthe

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Ukuqinisekisa ukuba wonke umsebenzi wokwakha uhambelana nemigangatho ekuvunyelwene ngayo, imilinganiselo, iinkcukacha kunye nokukhupha izatifikethi zokuhlala.
- Ukuqinisekisa ukuba zonke izakhiwo ezigqityiweyo zingqinelana ngandlela zonke nomthetho omiselweyo
- Ukuqinisekisa ukuba Imigaqo yeZakhiwo yeSizwe isetyenziswa ngokuchanekileyo, iyanyanzeliswa, kwaye imisela naluphi na utyeshelo phakathi kwendawo yolawulo lweBhunga.
- Ukuqinisekisa ukuba umthetho osebenzayo uyathotyelwa ngabo bonke abakummandla wolawulo lweBhunga
- Ukukhutshwa kwezaziso zokuthotyelwa kunye nezokunyanzeliswa kokuthotyelwa

- Ukuqinisekisa ukuba onke amayilo okwakha kunye nomsebenzi onxulumeneyo uyalandelelwa kwaye ugqitywe ngexesha elivunyelweyo
- Yazisa iCandelo loQingqo-maxabiso ngembalelwano yeziphumo nengxelo ngezinto eziphandiweyo
- Ukuqinisekisa ukuba inkonzo enempumelelo yolawulo iyanikezelwa
- Ukwenza uhlolo lwesiqhelo
- Uqhuba uhlolo ukuqinisekisa ubungakanani bophuhliso ukwazisa uqingqo-maxabiso

IMIQATHANGO EYODWA:

- Isakhono sokusebenzisana noluNtu kunye noonokotraka.
- Ukukwazi ukusebenza phantsi kweemeko zoxinzelelo.
- Ulwazi oluphangaleleyo lwemiGaqo yeZakhiwo yeSizwe kunye neMithetho kaMasipala yeBhunga
- Kufuneka ulungele ukusebenza phantsi kweemeko zemozulu ezimbi.
- Amava okusetyenziswa nokunyanzeliswa kweMimiselo yeZakhiwo yeSizwe, iMithetho neMimiselo yokuSebenza yeSABS, imithetho yeMpilo eMsebenzini kunye noKhuseleko.
- Amava ekujonganeni notyeshelo nolwaphulo-mthetho kunye nokukhupha ukuthotyelwa.

IMIBUZO: MNU MF TOYER (044 – 801 9176)

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. Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla We- **09 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.Ukungangeniswa 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

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. Ukhethe luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo

UMHLA WOKLUVALA: 09/05/2023

