

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Human Settlements, Planning & Development and Property**

**POST DESIGNATION: ASSISTANT TOWN PLANNER - George**

**(Permanent)**

**WC0442122**

**REFERENCE: 3029817**

Salary: R335 328 - R435 288 (T11)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

Relevant tertiary qualification preferably a B Degree / National Diploma in Town Planning  
Working towards registration as a technical or professional planner  
Computer literacy (MS Office)  
Ability to communicate in at least two of the three official languages of the Western Cape  
Code B driving License  
0-2 years relevant experience

### COMPETENCIES:

Core Competencies: Monitoring and Control, Negotiation, Planning and Organising.  
Functional Competencies: Spatial Planning, Urban Design, Land Use Management, Information Management, Research, Information Analysis and Policy, Knowledge Management, Public Consultation, Socio-economic/Socio-Political Awareness and Policy Conceptualisation.  
Public Service Orientation Competencies: Interpersonal Relationships, Communication, Services Delivery Orientation, Client Orientation and Customer Focus.  
Personal Competencies: Action Orientated, Resilience, Change Readiness, Learning Orientation, Problem Solving, Accountability and Ethical Conduct.  
Management/ Leadership Competencies: Impact and Influence, Direction Setting, Team Orientation, Coaching and Mentoring

### KEY PERFORMANCE AREAS:

Ensure that applications are scrutinized and are submitted with all relevant documentation in accordance with municipal guidelines, planning bylaws and standard operating procedures.  
Under the guidance of the immediate supervisor, ensure that the contents of the land use application reports conform to prescribe legislative requirements, Town Planning Schemes, planning policies and other regulations and laws prior to decisions being taken.  
Ensure that all legal requirements attached to the applicable land use planning approvals, and all legal and regulatory requirements of the Town planning scheme, spatial plan, policies, guidelines etc. are adhered to.  
With the assistance of the immediate supervisor, ensure that advice or opinions on relevant matters is made available and / or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.  
Ensure the functionality is positioned to deliver on strategic developmental planning objectives as well as compliance with the applicable town planning policies and legislation.

### SPECIAL CONDITIONS ATTACHED TO THE POST:

Must have good communication and interpersonal skills.  
Must be willing to attend meetings outside normal office hours.  
Must be able to work independently.

The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt with regard to any instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** CLINTON PETERSEN (044 801 9477)

**INSTRUCTIONS TO APPLICANTS**

Applications must be submitted **electronically** on the e-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under the Job Portal. Applicants must register and apply online on the [portal on](#) or before **[2024-03-08]** at 16:30pm.

**Applicants must attach a formal George municipality job application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license as part of the online application.**

**Only online applications will be accepted.**

**Disqualification:**

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

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

**The Municipality reserves the right not to make an appointment.**

Should you not hear from us within 3 months 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/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

**CLOSING DATE: [2024-03-08] AT 16:30PM**