

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

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

**POST DESIGNATION: Assistant Building Control Officer - George**

**(Permanent)**

**(WC044 0883) & (WC044 0874)**

**REFERENCE: 3477628**

Salary: R350 412 - R454 872 (T11)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- 3-5 years Building Industry experience
- A relevant National Diploma qualification as stipulated in the National Building Regulations
- Computer literacy: MS Office
- Code EB Driver's License
- Ability to communicate in two of the three official languages of the Western Cape
- Eligible to be registered as a Peace Officer (Law Enforcement Officer). (Provide proof of SAP clearance certificate)
- Have own transport (Provide proof of vehicle registration or rental agreement)

### COMPETENCIES:

- Functional Competencies: Building Development Control, Building Inspectorate Customer Centricity, Legal Administration, Negotiation and Influencing, Ethics and Professionalism.
- Professional Competencies: Organisational Awareness, Problem Solving, Planning and Organising, Information Management.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation.
- Personal Competencies: Action and Outcome Orientation, Resilience, Change Readiness, Learning Orientation, Accountability and Ethical Conduct.
- Management / Leadership Competencies: Team Orientation, Direction Setting, Coaching and Mentoring, Impact and Influence.

### KEY PERFORMANCE AREAS:

- To promote the quality and safety of construction projects, ensuring measures are taken to mitigate potential risks to health and safety of workers, occupants and visitors to the site, limiting risks to the environment and ensuring that safe practices are upheld by enforcing building regulations and legislation and ensuring corrective measures are applied.
- Ensure that the functionality is positioned to deliver on strategic service delivery objectives associated with the construction industry.
- Develop, capture and maintain statistics and trends, illegal activities, etc. on electronic data systems and data infrastructure and ensure the regular updating of these data systems to support and improve the functions of various departments and end users.
- Ensure that accurate information with respect to specific influential factors and variables impacting on building control functionality is made available to support decision making processes and/or problems solving sequences.
- Ensure that the completed structure conforms in every respect with the prescribed legislation
- Ensure that the National Building Regulations are correctly applied and enforced within the area of jurisdiction of Council.
- Ensure that the applicable legislation is adhered to and promoting good service delivery standards and administrative justice.
- Ensure that adequate record is kept enabling monitoring and tracking of progress and build portfolio of evidence through the municipality's accepted electronic system for future reference and research.
- Facilitate the accurate determination of tariffs and revenue collection by assisting and providing the

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- Valuations department with written certified confirmation of the extent of development.
- Ensure all correspondence received are accurately recorded, responded to and accountability can be given for execution of actions.
- Promote good administrative practice and ensure that an effective administrative process is followed as prescribed.

## **SPECIAL CONDITIONS ATTACHED TO THE POST:**

- Ability to communicate with irate public and contractors.
- Ability to maintain emotional intelligence and perform under stressful conditions.
- Thorough knowledge of the National Building Regulations and By-Laws applicable to the construction industry.
- Required to work in adverse weather conditions.
- Required to respond swiftly to emergency situations and perform duties in areas that may become volatile.
- Ability to work under stressful conditions.
- Must have good interpersonal and communication skills.
- Ability to read building plans.
- Ability to deal with conflict.
- Knowledge of Council Policies

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** M F Toyer (044) 8019176

## **INSTRUCTIONS TO APPLICANTS (Please read carefully)**

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 **Job Portal**. Applicants must register and apply online before **[2024-12-06]** at 16:30pm.

## **Please Note the following when applying on the Portal:**

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

**Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:**

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

**Only online applications will be accepted.**

**The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.**

## **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.

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- 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: [2024-12-06] AT 16:30PM**

[recruitment@george.gov.za](mailto:recruitment@george.gov.za)

Cellphone and Vehicle Allowance (subject to prescribed requirements)