VACANCY
VAKATURE

EXTERNAL CIRCULATION

DIRECTORATE: PLANNING & DEVELOPMENT
POST DESIGNATION: SENIOR LAND USE OFFICER (ADMINISTRATIVE COMPETENCY) - GEORGE
Permanent APPOINTMENT
WC044 2458
REFERENCE: 3784546
CLOSING DATE: 27 AUGUST 2025 AT 16:30

Salary	:	R440 940 - R572 400 (T12)
Additional Service Benefits	:	Medical Aid, Pension, Housing Allowance (subject to prescribed prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Grade 12
- Relevant Certificate
- Computer Literacy: MS Office
- Code B Driver's license
- 5-8 years relevant experience with supervisory experience

COMPETENCIES:

- Core Professional Competency: Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.
- Functional Competencies: Business Processes, Use of Technology, Data Processing & Analysis.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
- Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning orientation.
- Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- Prepare and present Planning Tribunal agendas, arrange and notify interested and affected parties of Tribunal meetings and obtain approval for oral hearings; to ensure that all conditions, procedures and legal requirements have been complied with for applications being considered by said Tribunal.
- Process appeal applications to ensure that they conform to all legal requirements including compliance with stipulated timeframes, payment of fees, keeping record of all application documents and outcomes, inviting parties to hearings, distributing the appeal report and obtaining authorisation to submit the appeal report to the appeal authority; to ensure that appeals are dealt with according to set requirements as stipulated in Planning law.
- Manage and maintain stipulated operating procedures and functional requirements of the Tribunal and appeal authority in accordance with Planning law, arrange and co-ordinate with interested and affected parties on Tribunal and appeal authority procedural matters; and maintain an effective channel of communication to promote sound relationships between the internal and external parties concerned; to ensure that an efficient secretariat is provided to the Tribunal and appeal authority.

- Notify all parties concerned of procedural directives and sequences to be followed during and before Tribunal proceedings, publish notices and promulgations of Tribunal decisions, attend to the administrative arrangements and conduct the proceedings of the Tribunal meeting, co-ordinate to ensure that Tribunal members have sufficient time to obtain additional information, record all proceedings and minute the decisions taken at Tribunal meetings; to ensure that procedural arrangements are well planned to provide a professional service to all applicants and appellants.
- Number and register applications on the system, keep abreast of changes in law and inform the Tribunal members thereof, inform parties of Tribunal and appeal decisions, source information when requested by the decision maker, book and set up the venues for meetings or hearings, and inform parties of times, dates and meeting orders; to ensure that the functional requirements are met and maintained.
- Control and maintain operating procedures of the Tribunal including, receiving, compiling and managing, preparing and distributing the agenda of the Tribunal meetings, controlling and maintaining the annual schedule of Tribunal meetings, arranging and recording the proceedings and outcomes of inspections, oral presentations and meetings, distributing Tribunal decisions, attending to all correspondence relating to functionality, and submitting reports to Council on the functioning of the Tribunal; to ensure that a professional administrative service is provided to the Tribunal and public.
- Co-ordinate, communicate and maintain relationships with supervisors, Tribunal members, internal and external departments, the appeal authority and parties to an application or an appeal; to ensure that an effective channel of communication is maintained with both internal and external parties.
- Define and adjust roles and responsibilities of subordinates, determine staffing needs and attend to recruitment and selection processes, conduct performance assessments, determine subordinates' development goals and training needs, provide or source on the job training needs, monitor and analyse staff attendance, overtime and leave, and address deviations, create a positive work environment and motivate staff to reach their development goals and targets; to ensure that personnel requirements are tended to promote sustained performance levels to meet service delivery objectives.
- Oversee the administrative requirements and supervise and lead subordinates in the processing of land use applications to meet and maintain functional requirements and accurate records of application processes as well as comply with defined and statutory deadlines.
- Manage, coordinate and delegate tasks to subordinates to ensure administrative support services are rendered effectively and contribute positively to service delivery objectives and outcomes, comply with the municipality's procurement policies and procedures.
- Manage and supervise subordinates effectively to ensure that departmental strategies are supported, all administrative support functions are rendered, clients are managed effectively, and all tasks delegated to sub-ordinates are completed correctly and timeously.
- Contribute to and engage in meetings, comment and provide opinions on matters concerning the functionality, respond / attend to public queries and complaints, and conduct presentations; to ensure information, advice or opinions on relevant matters are made available and / or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanations.
- Identify, define, align and implement key functionalities, keep abreast of changes in policies, procedures, laws and best practices affecting the functionality, present a conceptual framework of current and future needs to achieve acceptable levels and standards of service delivery, assess adequacy of current systems to enable accurate reporting on functional aspects, and organise and participate in internal and external meetings and engagements; to ensure the functionality is positioned to deliver on strategic developmental planning objectives

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SPECIAL CONDITIONS ATTACHED TO THE POST

- The requirements of the post means that the incumbent takes instruction from the direct supervisor (Senior Manager: Town Planning), the Tribunal Chairperson, the Municipal Manager and the Appeal Authority (Executive Mayor).
- Must have good administrative skills.
- Must be able to handle conflict situations.
- Must have good communication and interpretation skills.
- Must be able to work independently.
- Must be reliable and trustworthy.
- Must have good leadership and people skills.
- Must be willing to work after normal office hours.
- Ability to communicate (read, write, speak) in at least two of the three official languages of the Western Cape Province

PROBATION PERIOD: 6 months

ENQUIRIES: Clinton Petersen (044 801 9182)

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, under **Job Portal**. Applicants must register and apply online before **[2025-08-27] 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 may lead to disqualification:

- Applicants who attempt to gain favour with any members of the selection panel or any other employee or councillor for that matter, will be disqualified.

- Applicants who intentionally misrepresent information in pursuit of their own benefit will also be disqualified.
- According to the Local Government Municipal Staff Regulations (Gazette no. 45181), a person who was dismissed from a Municipality for any reason stated in Annexure E of the said Regulations, may not be employed in any Municipality before the period set out in the Annexure, has expired (refer to Local Government Municipal Staff Regulations: Annexure E).
- Late applications will not be accepted.
- Candidates who do not adhere to the instructions for pre-liminary practical's, practicals and interviews will be disqualified.

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.

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