

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: PLANNING AND DEVELOPMENT

POST DESIGNATION: BUILDING INSPECTOR - GEORGE

PERMANENT APPOINTMENT

WC 5909

REFERENCE: 3962672

CLOSING DATE: 2026-01-28 AT 16:30 PM

Salary : R373 488 - R484 836 per annum (T11)

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

Perks : Cellphone and Vehicle Allowance (subject to prescribed requirements) (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- Relevant National Diploma qualification as stipulated in the National Building Regulations
- Computer Literacy: MS Office
- Drivers Licence: Code EB
- Eligible to be registered as a Peace Officer (Law Enforcement Officer)
- 3-5 years building industry experience

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:

- Ensure that construction regulations and legislation are enforced, and all building work conforms with and complies with approved safety standards.
- Ensure that the functionality is positioned to deliver on strategic service delivery objectives associated with the construction industry.
- Ensuring that compliance with legislation and approved building plan is diligently enforced and monitored.
- 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.

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- Ensure enforcement of legislation and promoting 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 Valuations department with written certified confirmation of the extent of development.
- In order to promote good administrative practise and ensure that an effective administrative process is followed as prescribed.
- Ensure all correspondence received are accurately recorded, responded to and accountability can be given for execution of actions.
- Ensure that revenue from advertising signs are duly collected and good aesthetic values are upheld in accordance with the prescribed legislation and by-laws of Council.
- Ensure that all building work is done according to approved building plans and to ensure penalties with regard to illegal building works are duly applied and recovered upon submission of building plans.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Ability to communicate with irate customers and dissolve conflict situations.
- Ability to communicate in at least 2 of the 3 official languages of the Western Cape.
- 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.
- Must be computer literate.
- Ability to deal with conflict.
- Knowledge of Council Policies.
- 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.

ENQUIRIES: Amanda Joubert (044) 801 9171

PROBATION PERIOD: 6 months

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 **[2026-01-28]** 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.

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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 evaluations, practical assessment 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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