

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: PLANNING AND DEVELOPMENT

POST DESIGNATION: PLANS EXAMINER - GEORGE

PERMANENT APPOINTMENT

WC0879

REFERENCE: 3974084

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 (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- Relevant 3 year tertiary qualification in any built environment discipline (e.g. Architecture; Building Construction Management; Building Science; Building surveying or Quantity surveying).
- Computer Literacy: MS Office
- Code EB driver's license
- 2-5 years relevant experience required

COMPETENCIES:

- Core Professional Competencies: Written Communications; Oral Communication; Problem Solving.
- Functional Competencies: Examination of Plans; Customer Centricity; Planning and Prioritization.
- Public Service Orientation Competencies: Interpersonal Relationships; Communication; Service Delivery Orientation; Client Orientation and Customer Focus.
- Personal Competencies: Action and outcome orientation; Resilience; Change readiness; Learning orientation; Accountability and ethical conduct; Problem Solving.
- Management / Leadership Competencies: Impact and Influence; Team Orientation; Direction Setting; Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- Scrutinizing of Building Plans: To ensure laid down specifications, standards and statutory requirements controlling development and construction are observed, plans processed and notification of non-approved submissions circulated within the established timeframes.
- Interaction With Professionals (Architects, Draughtsmen, Engineers): To ensure that all enquiries regarding building methods are understood by all concerned.
- Building Control Inspections: To ensure that proposed building plans correspond with buildings on site and to the National Building Regulations and SANS code of practice.
- Record Keeping and Statistics: To ensure that statistics is maintained and updated continuously in order for sound information to be made available.
- Administrative Functions: To ensure accurate operational information is maintained and made available on request and specific administrative reporting deadlines are complied with.
- Functional Duties: For building plans to be approved and to ensure they comply with prescribed laws, council policies and regulations, to get input and feedback from others involved in the process.
- Inherent requirement to perform the functions associated with the post. The post requires an understanding and comprehensive know how of National Building Regulations, Codes of Practice to ensure compliance.

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SPECIAL CONDITIONS ATTACHED TO THE POST

- Ability to work under stressful conditions.
- Must have good interpersonal and communication skills.
- Must have good public relations skills.
- Ability to communicate in at least two of the three official languages of the Western Cape.
- Must have good numerical skills.
- Thorough knowledge of National Building Regulations and Standards Act (103 of 1977)
- Ability to read building plans.
- Must be computer literate.
- Ability to deal with conflict.
- Knowledge of Council Policies.

ENQUIRIES: M F Toyer (044)8019176

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.

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.

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- 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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