

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: PLANNING AND DEVELOPMENT

POST DESIGNATION: ASSISTANT TOWN PLANNER - GEORGE

PERMANENT APPOINTMENT

WC0442122

REFERENCE: 4007678

CLOSING DATE: 2026-02-27 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

MINIMUM REQUIREMENTS:

- Relevant tertiary qualification preferably a B Degree or National Diploma in Architecture/Urban Design or equivalent Planning Degree
- Working towards registration as a professional planner/architecture/ urban designer i.e. candidate member
- Computer literacy: MS Office
- Code B Driving License
- 0 - 2 years relevant experience required

COMPETENCIES:

- Core Professional Competencies: Monitoring and Control, Negotiation, Planning and Organising
- Functional Competencies: 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.
- Ensure, with the assistance of the immediate supervisor, 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.

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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.
- Ability to communicate (read, write, speak) in at least two official languages of the Western Cape Province

ENQUIRIES: CLINTON PETERSEN (044 801 9182)

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 **2026-02-27** 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.

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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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