

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: PLANNING AND DEVELOPMENT

POST DESIGNATION: TOWN PLANNER - GEORGE

PERMANENT APPOINTMENT

WC0440892 & WC0440903

REFERENCE: 4134810

CLOSING DATE: 2026-05-05 AT 16:30 PM

Salary : R558 948 - R725 592 per annum (T14)
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/ National Diploma in Architecture/ Urban Design or equivalent Planning Degree
- Working towards or completed registration as a Professional Planner/architect/urban designer with SACPLAN i.e. Candidate Member
- Code B Driving License
- Computer Literacy (MS Office)
- 2 - 5 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, Policy Conceptualisation
- Public Service Orientation: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and customer Focus
- Personal Competencies: Action Orientation, 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:

- Assist the immediate supervisor to scrutinize, examine, analyse, comment on and collate internal departmental comments applicable to pre-applications submissions
- Assess the application's compliance with all application submission requirements and standards, title deeds restrictions, planning law, applicable policies and frameworks or plans, and other related disciplines and laws
- Ensure that applicants submit all the relevant documents submitted with land use applications meet the requirements as set out in applicable guidelines and Planning By-Laws as well as any additional information requested during the pre-application assessment
- Draft land use application reports to decision maker by selecting the most appropriate report format, evaluating said applications and making recommendations to approve or refuse statutory land use development applications in accordance with provisions of applicable planning law prior to a decision being taken
- Provide assistance to the immediate supervisor to evaluate, comment on and recommend appeal applications submitted against decisions taken by the Authorised Official or Planning Tribunal, to ensure that appeals are dealt with according to the prescribed processes

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- Provide assistance and support to the immediate superiors in the management of key processes, applications and requirements related to the development and/or amendment of town planning policies and by-laws, including the establishment of project teams, formulating the project brief, engaging with key stakeholders / role-players, facilitate community involvement, packaging community projects, capacity building interventions for civil society structures, etc to ensure that due consideration is given to critical needs of the institutions and communities concerned
- Monitor and ensure that land use application approvals are implemented, as well as developmental parameters and conditions of approval are complied with in accordance with applicable legislation in the assessment of building plans, site development plans, Homeowners Association Constitutions and Architectural Guidelines
- Draft and issue zoning certificates and ensure compliance with the zoning of the property (investigating previous approvals and history of the property)
- Monitor compliance with conditions of approval, town planning legislation, regulations and other legal requirements, including the undertaking of any necessary legal action or reporting to the responsible authority, including the undertaking of routine inspections and liaising with other departments should other laws be affected, to ensure that all land use planning requirements are adhered to
- Disseminate municipal planning information, participate and engage in various meetings (internal and external forums) and provide comments / opinions on matters affecting or concerning the functionality; collect factual information and conduct investigation / research when attending – and responding to public enquiries or providing advice and recommendations on Town Planning matters to ensure that the information, advice or opinions provided are made available and / or communicated through the various mediums, and accurately interpreted through the provision of adequate and clear explanation
- Identify, define, align and implement key requirements associated with the municipal land use planning, keeping abreast with changes in trends, demands and legislation; presenting concepts to improve service delivery levels and standards, and current electronic systems, and formulate proposals to support improvement initiatives and interventions
- Undertake research and identify the need to amend developmental planning policies and schemes, preparing reports to the immediate superiors for consideration and adoption, and assisting the supervisor with internal / external departmental and other authority meetings and engagements relating to the Town Planning function to ensure the functionality is positioned to deliver on strategic developmental planning objectives
- Serve as member of a Planning Tribunal of applicable municipality, to attend caucus' and meetings, obtain all information needed to take a decision, decide on applications before the Tribunal and ensure that decisions taken by the Tribunal are aligned with applicable planning laws, agreements, delegations and powers assigned to it by the Council concerned

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must have good communications and interpersonal skills
- Must be able to be analytical and take informed decisions
- Must be willing to attend meetings outside of normal office hours
- Must be able to work independently in the absence of supervision
- 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 such 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
- The professional applications associated with the post necessitate in depth understanding and knowledge of the principles, policies and legislative requirements

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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 [2026-05-05] 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 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.

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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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