

Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:



MANAGER: PLANNING AND BUILDING CONTROL DIRECTORATE: PLANNING AND DEVELOPMENT

**TASK GRADE 17
R 399 576 – R 518 688**

To manage the Town planning and Building Control department of the Knysna Municipality, as well as overseeing matters related to land use and spatial planning, the natural environment and building control within the greater Knysna municipal area.

KEY PERFORMANCE AREAS:

- Responsible for town planning and building control decisions as determined by Council delegations
- Provide the Director with reports for Council and Committees on town planning and building control matters
- Liaise with stakeholders regarding new developments
- Ensure compliance with planning and building legislation and policies
- Responsible for the development of policy and regulations of the Department
- Draft and monitor implementation of strategic planning of the Department
- Responsible for the effective and efficient management of the town planning and building control sections
- Responsible for the preparation and management of the departmental budget
- Responsible to manage the Department's human resources
- Advise other municipal departments in land planning and building control matters

MINIMUM QUALIFICATION AND MINIMUM EXPERIENCE NEEDED:

B. Degree Town Planning; At least five years relevant management experience; Positive strategic thinking ability; Excellent people skills; Excellent communication skills (oral and written) in at least two of the three Western Cape official languages; Computer Literacy (MS Word, Excel, PowerPoint); Ability to function independently, as well as within a team; Ability to function effectively under pressure and to apply time management principles; Sound planning and organisational skills; Assertiveness; Valid Code EB Drivers' License; Certificate in Municipal Finance Management (SAQA Qualification) or proof of enrolment and progress with the above SAQA qualification. Registration with the South African Council for Planners would be desirable.

Applicable Municipal Benefits will apply.

Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality.

GENERAL INSTRUCTIONS:

NB: PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE APPLYING:

1. Applications, not exceeding 10 pages, are to be forwarded to the Human Resource Department, PO Box 21, Knysna, 6570 or Fax Number: (044 3026333) or email: knysna@knysna.gov.za
2. All applications must be submitted with a fully completed application form with detailed up-to-date CV with an exposition of their training, experience, competencies and previous employment record **as well as** the names and telephone numbers of three persons willing to act as referees.
3. Application forms are obtainable from municipal website: www.knysnamunicipality.co.za or Human Resource Department.
4. **NO** certificates should be included with applications. **Original** Qualification Certificates and Certificates of Service must however be produced at any resultant interviews. Failure to produce original certificates and/or certificates of service **at said interview** will result in **immediate disqualification** of the applicant.
5. Applicants, who applied to the previous advertisement will automatically be considered and need not apply again.

CLOSING DATE: 28 June 2013

Please note: If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

L WARING

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.