

Knysna Municipality strives to maintain its position as a premier tourist destination in South Africa – a place where peace, prosperity and harmony prevail, ensuring an exceptional lifestyle for residents and visitors alike.



KNYSNA
Municipality
Munisipaliteit
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Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunities in our dynamic organisation:

DIRECTORATE: PLANNING & DEVELOPMENT

SENIOR TOWN PLANNER

Task Grade: 15

Basic annual salary: R313 632 – R407 160

In this position, you will be reporting directly to Manager: Planning and Building Control. The following subordinates report directly to this post: Town Planners (x2), Planning Technician, Principal Technician: Town Planning and an Administration Officer (with regard to the administrative component of processing land use applications).

The incumbent will be required to perform the following key performance areas: • manage and supervise the processing of land development applications, including providing advice to technical staff in the execution of their duties • oversee the submission of items for Council and Committees, in consultation with the Manager: Planning and Building Control, as well as attend various meetings, as and when necessary • take delegated town planning decisions in consultation with the Manager: Planning and Building Control • monitor implementation of town planning decisions • administer enforcement of Planning and Zoning Regulations and policies • interact with developers on major development/land development applications • assist with policy formulation and planning projects, where appropriate • comment on draft policy and legislation, where requested • project manage spatial planning and development projects, where appropriate • implement the Planning system as required by the Spatial Planning and Land Use Management Act (Act 16 of 2013) • ensure that appeals are correctly distributed, that responses to appeals are monitored and that evaluation reports on appeals are prepared accurately, professionally and in good time for consideration.

Minimum qualification and experience: • B degree in Town Planning and related post-graduate qualification • 5 years' relevant work experience • registered or eligible for registration with the South African Council of Planners as Professional Planner • a Code B driver's licence • own vehicle • computer literacy.

Requirements and competencies needed: • excellent communication skills (oral and written) in at least two of the three official languages in the Western Cape • extensive and thorough knowledge of relevant policies and legislation relating to land development and spatial planning • professional proficiency and ethics • excellent interpersonal skills • research and problem solving skills • excellent report writing skills.

BUILDING INSPECTOR: BUILDING AESTHETICS, HERITAGE AND OUTDOOR ADVERTISING

Task Grade: 10

Basic annual salary: R154 008 – R199 896

The incumbent will be required to perform the following key performance areas: • advising on, assessing and making recommendations on routine applications in terms of Knysna Municipality's bylaw on building aesthetics, heritage and outdoor advertising • coordinating the effective and efficient functioning of the Aesthetics Committee and its subcommittees • performing an administrative function to the Aesthetics Committee and its subcommittees • providing advice, assistance and support to the public on matters relating to building aesthetics, heritage and outdoor advertising • assisting Knysna Municipality to engage with all relevant government departments such as Heritage Western Cape and other departments on all policy issues and strategic programmes • carrying out building aesthetics, heritage and outdoor advertising analyses and audits through conducting site inspections • monitoring and applying remedial actions on illegal activities which are detrimental to the built environment or cultural heritage • managing the implementation of procedures and quality systems associated with controlling document flow and audit requirements regulating recordkeeping.

Minimum qualification and experience: • an appropriate National Diploma relating to the built environment and/or heritage management • 3 years' relevant work experience • a Code B driver's licence • own vehicle • computer literacy.

Requirements and competencies needed: • excellent communication skills (oral and written) in at least two of the three official languages in the Western Cape • sufficient knowledge of relevant legislation • ability to function under pressure and work independently • excellent reporting writing skills.

Note: You will need to use your private vehicle for official duties. This travelling will be financially reimbursed through participation in the Essential Car User Scheme.

Applicable municipal benefits will apply. In addition to the salaries and aforementioned municipal benefits, a non-pensionable scarcity allowance will be offered.

All applications will be considered but in terms of its Employment Equity Plan the municipality would prefer to appoint a black female, if a suitable candidate in that category can be identified.

To apply all applicants **must** complete a Knysna Municipality application form and submit a detailed-up-to-date CV, covering letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

Application forms are obtainable from reception at the main municipal offices in Clyde Street, Knysna and the municipal website: www.knysna.gov.za

Completed applications should be forwarded to the Human Resources Department, P.O. Box 21, Knysna 6570 or to fax number: 044 302 6333 or via email: knysna@knysna.gov.za

Closing date: 14 March 2014

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

B.R. ELLMAN
ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.