

KNYSNA MUNICIPALITY



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

BUILDING CONTROL OFFICER
Planning & Development Section
DIRECTORATE: PLANNING & DEVELOPMENT

TASK GRADE 12
R260 040 to R337 488 (Basic Salary)
R393 098 to R493 130 (Total Cost to Council Package)

A scarcity allowance of between 20 – 24% of the annual basic salary is negotiable in addition to the above salary

THE INCUMBENTS WILL BE REQUIRED TO PERFORM THE FOLLOWING KEY PERFORMANCE AREAS:

- Assessment of All Building Plans
- Writing of reports, correspondence, memorandums, etc.
- Implementation of the By-law on the Control of Outdoor Advertising, Heritage & Building Aesthetics
- Enforcement of National Building Regulations
- Supervise the maintenance and update of the plan submission register
- Liaise and provide general advice to the public and developers regarding all aspects of development
- Comment on Town Planning applications and provide information to Town Planning Department
- Organize the Aesthetics Committee
- Responsible for the effective and efficient operating of the Building Control Section
- Responsible to manage the sections human resources
- Monthly reporting on building statistics

MINIMUM QUALIFICATION AND REQUIREMENTS

As per Section A16 of the National Building Regulations and Building Standards (Act No. 13 of 1977), the minimum qualification shall be of a standard equivalent to a Senior Certificate plus three years tertiary education, at an accredited educational institution, in one of the following building disciplines:

- (a) civil engineering
- (b) structural engineering
- (c) architecture
- (d) building management
- (e) building science
- (f) building surveying or
- (g) quality surveying

Up to 6 years' experience in a similar environment

High level of computer literacy

Code B drivers' license

Confirmation\proof of own vehicle

Fluency in at least two of the three official languages of the Western Cape

Good Communication and interpersonal skills

Good report writing skills

A law enforcement certificate will be an advantage

Applicable Municipal benefits will apply.

All applications will be considered but in terms of its Employment Equity Plan the municipality would prefer to appoint a Coloured, Indian female or African, Coloured or Indian Male, 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, PO Box 21, Knysna, 6570 or Fax Number: 044- 302 6333 or email: knysna@knysna.gov.za

CLOSING DATE: 4 NOVEMBER 2016

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.