



Knysna

Municipality || Munisipaliteit || uMasipala

inclusive || innovative || inspired

KNYSNA MUNICIPALITY

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

SENIOR CLERK- BUILDING CONTROL
DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT
Task Level 7: R216 744 to R281 328 (Basic Salary)
R366 062 to R449 573 (Total Cost to Council Package)
(PERMANENT APPOINTMENT)
Applicable Municipal benefits will apply.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- Grade 12
- National Certificate (N6) in Public Administration/ Management or Management Assistant or Office Administration
- 2 years' relevant experience of which at least one (1) year's proven administrative experience within a municipal environment
- Previous experience within a Building Control environment would be an added advantage
- Advanced Computer Literacy (MS Office Package)
- Valid Code B driver's license
- Working knowledge of municipal workflow system (e.g. Collaborator, Promun) would be an added advantage
- The successful incumbent should be willing to work overtime and/ or to attend meetings after normal office hours and/ or outside of the office environment when required
- Proficient in English and at least one other official language of the Western Cape

KEY PERFORMANCE AREAS:

- Application of different administrative practices, methods and procedures relating to building plans and preliminary verification
- Maintaining a system for monitoring and managing information relating to building plan applications receipt
- Conducting preliminary compliance of building plans received
- Read and interpret building plans
- Processing building plan submission date on electronic system
- Calculation of building plan submission fees
- Provide day to day administrative support to the Building Control Section
- Organise, storage and retrieval of documents/ information in a record keeping system
- Screen incoming calls, dealing with customer enquiries, messages and calls in a professional manner

COMPETENCIES

CORE PROFESSIONAL COMPETENCIES

- *Written and Oral Communication; Attention to detail; Influencing; Ethics and Professionalism; Organisational Awareness; Planning and Organising; Analytical Skills; Conflict Resolution Skills*

All applications will be considered, but in terms of its Employment Equity Target, the Municipality would prefer to appoint a White Female. Should a suitable candidate in this category not be identified, Coloured females will also be considered.

PLEASE NOTE: (Failure to comply with the below will result in disqualification)

- All applications MUST be on a Knysna Municipal Application form (<https://www.knysna.gov.za/wp-content/uploads/2022/09/Knysna-Municipality-New-Job-Application-From.pdf>) accompanied by a comprehensive CV with certified copies of qualifications (not older than 6 months), copy of ID, copies of training, experience, competency and previous employment record must accompany applications.
- Application forms are obtainable from the Municipal website: www.knysna.gov.za. Completed applications should be forwarded to the Human Resources Department, P O Box 21, Knysna, 6570 or email: vacanciesplanning@knysna.gov.za
- Correspondence will ONLY be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.
- For enquiries, contact the Human Resources Office at 044 302 6418 or 044 302 6419.

Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

CLOSING DATE: 2 JUNE 2026

MR BOY MANQOBA NGUBO

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.