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:

EXTERNAL ADVERTISEMENT

TEMPORARY FIXED TERM CONTRACT FOR PERIOD OF 6 MONTHS
TOWN PLANNER
LAND USE MANAGEMENT SECTION
DIRECTORATE PLANNING & DEVELOPMENT SERVICES
TASK LEVEL 14: R 572 160 - R 742 656 per annum (Basic Salary)

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- B Degree/ National Diploma in Urban and Regional Planning
- Own vehicle and valid Code B drivers' license
- Proof of registration as a Professional Planner with South African Council for Planners (SACPLAN)
- 2 - 5 years' relevant experience in a Town Planning environment
- Thorough knowledge of relevant legislation
- Professional proficiency and ethics
- Ability to function under pressure and work independently
- Good oral and written communication skills in English and one other official language of the Western Cape
- Computer literacy

KEY PERFORMANCE AREAS:

- Processing and making recommendations Land Use Applications
- Preparing reports for land use applications and appeals
- Attending to customer queries and complaints
- Assisting with Municipal planning and development projects
- Skills transfer to municipal planning staff
- Enforcement of Spatial Planning and Land Use Management Legislation
- Accurate communication and dissemination of functional and operational information on spatial planning matters

COMPETENCIES
CORE PROFESSIONAL COMPETENCIES
Monitoring and Control; Negotiation; Planning and Organising; Analytical Skills; Attention detail; Conflict Resolution Skills; Interpersonal Skills; Problem solving skills; Relationship Building; Report writing skills; Stress Management; Time Management Skills; Work Ethics and Values.

All applications will be considered, but in terms of its Employment Equity Target, the Municipality would prefer to appoint an African Male. Should a suitable candidate in that 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/wpcontent/uploads/2022/09/Knysna-Municipality-New-Job-Application-From.pdf) accompanied by a comprehensive CV with certified copies of ID, 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 via email to: vacanciesplanning@knysna.gov.za
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit record. The candidate will be required to disclose all financial interests.
- 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: 19 OCTOBER 2026

DR RICHARD MARTIN **ACTING MUNICIPAL MANAGER**

The Municipality reserves the right not to make an appointment.