

## EXTERNAL CIRCULATION

**DIRECTORATE: HUMAN SETTLEMENTS, PLANNING AND DEVELOPMENT AND PROPERTY**

**MANAGEMENT**

**POST DESIGNATION: PLANS EXAMINER**

**PERMANENT APPOINTMENT**

**WC0444395**

**REFERENCE: PLANS 10/2023**

**Salary** : R335 328 – R 435 288 per annum T11

**Additional Service Benefits** : Medical Aid, Pension, Vehicle-, Cellphone- and Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- **Relevant** 3-year tertiary qualification in any built environment discipline (e.g., Architecture, Civil Engineering and Quantity Surveying)
- Computer literacy: MS Office
- Code EB Driver's License
- Knowledge and implementation of the NBR and SANS Code regulations and requirements
- 2- 5 years' **relevant** experience required
- Ability to communicate in two of the three official languages of the Western Cape

### PREFERRED REQUIREMENTS:

- NQF 6 National Diploma Building Science/ Construction Engineering/ Interior Design/ Architecture related.
- Must have knowledge of the various disciplines that inform the construction project.
- Must be acquainted with task reservation as prescribed in terms of SACAP registration.
- Must operate under the code of ethics and accountability in terms of registration.

### COMPETENCIES:

- Core Professional Competencies: Written and Oral Communications, Problem Solving.
- Functional competencies: Examination of Plans, Customer Centricity, Planning and Prioritization.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
- Personal Competencies: Action and outcome orientation, Resilience, Change readiness, Learning Orientation, Accountability and ethical conduct, Problem Solving.
- Management /Leadership competencies: Impact and Influence, Direction Setting, Team Orientation, Coaching and Mentoring.

### KEY PERFORMANCE AREAS:

- Evaluate building plan applications in accordance with statutory requirements and applicable construction, planning, environmental law and in accordance with SABS standards.
- Ensure that building plan applications are scrutinized and are submitted with all relevant supporting documentation to enable decision making and ensure plans meet the minimum requirements of municipal policy, bylaws and aesthetic guidelines.
- Perform activities associated with monitoring and enforcement of compliance, including administrative tasks, examination of plans, liaise with owners regarding compliance, issue notices, calculate fees and conduct inspections to ensure prescribed specifications, standards and statutory requirements controlling development and construction are observed, plans processed, and notification of non- approved submissions are circulated within the legislated timeframes.
- Implement key requirements associated with the National Building Regulations and Building Standards Act, ensuring results are aligned with policy.

- Conduct building control surveys, capture and update statistics, trends and data for ease of reference.
- Make recommendations regarding building plan applications and provide management with advice to ensure building plan applications and processes conform to prescribed legislative and operating requirements, prior to decisions being taken.
- Facilitate the maintenance of an accurate database to render credible statistics and adhere to municipal service delivery standards.
- Verify specifications, calculate fees, receive and process building plan applications and communicate with clients and internal departments to ensure laid down specifications, standards and statutory requirements.
- Maintain open communication and exchange information with the aim to facilitate and expedite application processes and coordination among all role-players, enabling decision making processes that comply with service delivery standards and promotes transparency and good administration.
- Conduct site inspections to ensure that proposed building plans correspond with buildings on site and to the National Building Regulations and SANS code of practice, and any other applicable legislation.
- Keep accurate record and statistics to apply in quarterly reports and strategic documents and ensure accurate measurement tools are kept for performance and growth ,monitoring and reporting.
- Ensure compliance of building plan applications with prescribed laws, council policies and regulations, to get input and feedback from others involved in the process.

**ENQUIRIES: MR. FICKERIE TOYER (044 – 801 9176)**

### **INSTRUCTIONS TO APPLICANTS**

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to [HumansettlementsPosts@george.gov.za](mailto:HumansettlementsPosts@george.gov.za). Application forms can be obtained from the Municipal website, [www.george.gov.za](http://www.george.gov.za) and must reach the Human Resource Department on or before **20 OCTOBER 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete application form in full.**

**Only electronic applications will be accepted.**

#### **Disqualification:**

**Please note that the following will lead to disqualification:**

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

**The Municipality reserves the right not to make an appointment.**

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under -represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

**CLOSING DATE: 20 OCTOBER 2023**

## **SIJIKELIZISWA NGAPHANDLE**

**ICANDELO LOLAWULO: UKUHLALISWA KOLUNTU,UCWANGCISO KUNYE NOPHUHLISO**

**NOLAWULO LWEPROPATI**

**IGAMA LESIKHUNDLA: UMVAVANYI WAMAYILO**

**UKUQESHA NGOKUSISIGXINA**

**WC0444395**

**IREFERENSI: PLANS 10/2023**

**Umvuzo** : R335 328 – R 435 288 ngonyaka T11  
**Iinzuzo ezongezelelweyo zenkonzo** Uncedo loNyango, Umhlala phantsi, Isibonelelo seZindlu (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne -Inshurensi yoBomi beQela.

### **IIMFUNeko EZINCINANE:**

- Isiqinisekiso semfundo ephakamileyo seminyaka emi-3 esinxulumeneyo kuyo nayiphi na inkalo yobume bolwakhiwo (umz, Inzululwazi ngoKwakha, Uibunjineli bolwakhiwo kunye noVavanyo lobuninzi bento ethile efunekayo ekwakheni)
- Ulwazi lwekhompyutha: MS Office
- iKhowudi EB yephepha mvume lokuqhuba
- Ulwazi nokuphunyezwa kweNBR nemimiselo yeMithetho neMimiselo yokuziphatha yeSANS neemfuneko
- Iminyaka emi-2- 5 yamava angaphambili iyafuneka
- Ukukwazi ukunxibelelana ngeelwimi ezi-2 kweziz-3 eziseMthethweni zaseNtshona -Koloni

### **IIMFUNO EZIKHETHWAYO**

- IDiploma yeSizwe yeNQF yesi-6 enxulumene neNzululwazi yoKwakha / Uibunjineli boKwakha / Ukulungiswa ngaphakathi / noVavanyo lobuninzi bento ethile efunekayo ekwakheni.
- Kufuneka ube nolwazi ngamacandelo ahlukeneyo azisa iprojekthi yokwakha
- Kufuneka ube nolwazi ngokugcinelwa umsebenzi njengoko kumiselwe ngokobhaliso lwe-SACAP.
- Kufuneka usebenze phantsi kwemithetho nemimiselo yokuziphatha yeenqobo ezisesikweni zokuziphatha kunye noxanduva ngokobhaliso.

### **UBUCHULE:**

- Ubuchule obungundoqo boBungcali: Unxibelelwano olubhaliweyo nolomlomo, Ukusombulula iNgxaki.
- Ubuchule bokusebenza: Uvavanyo lwaMayilo, Ukujolisa nokuqonda uMthengi, Ukucwangcisa nokubeka izinto ngokubaluleka.
- Ubuchule bokuqhelaniswa neNkonzo zoLuNtu: Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa nokunikezelwa kweenkonzo, Ukuqhelaniswa nabaXumi kunye nokugxila kubaThengi.
- Ubuchule boMntu: Ukuqhelaniswa neNyathelo kunye neziphumo, Ukomelela, Ukulungela inguqu, Ukuqhelaniswa nokufunda, Uxanduva lokuphendula neMigaqo yokuziphatha ngokusesikweni, Ukusombulula iNgxaki.
- Ubuchule boLawulo/bobuNkokheli:Impembelelo nefuthe, Ukubeka umkhomba ndlela,Ukuqhelaniswa neqela, Ukuqeqesha kunye nokuthantamisa.

### **IINDAWO EZINGUNDOQO ZOKUSEBENZA:**

- Ukuvavanya izicelo zamayilo okwakha ngokuhambelana neemfuneko ezisemthethweni kunye nomthetho wolwakhiwo, ucwangciso, nokusingqongileyo osebenzayo nangokungqinelana nemigangatho ye-SABS.
- Ukuqinisekisa ukuba izicelo zamayilo okwakha ziyaphononongwa kwaye zingeniswa nawo onke amaxwebhu afanelekileyo axhasayo enza ukuba kwenziwe izigqibo kwaye kuqinisekiswa ukuba amayilo ayahlangabezana nezona mfuneko zisezantsi zomgaqo-nkqubo kamasipala, imithetho kamasipala kunye nezikhokelo zobuhle.
- Ukwenza imisebenzi eyayanyaniswa nokubekwa kweliso kunye nokunyanzeliswa kokuthotyelwa, kuquka imisebenzi yolawulo, uvavanyo lwaMayilo, ukunxibelelana nabanini malunga nokuthotyelwa,

ukukhupha izaziso, ukubala imirhumo kunye nokwenza uhlolo ukuqinisekisa ukuba imimiselo emiselweyo, imigangatho kwaye neemfuneko ezisemthethweni ezilawula uphuhliso kunye nolwakhiwo ziyajongwa, amayilo ayaqwalaselwa, kwaye nesaziso sokungeniswa okungamkelwanga sijikeleziswa phakathi kwamaxesha amisiweyo asemthethweni.

- Ukuphumeza iimfuneko eziphambili ezinxulumene neMimiselo yeZakhiwo yeSizwe kunye noMthetho weMigangatho yoKwakha, oqinisekisa ukuba iziphumo zihambelana nomgaqo-nkqubo.
- Ukwenziwa kovavanyo lolawulo lwezakhiwo, ukufaka kunye nokuhlaziya iinkcukacha -manani, iintsingiselo kunye nolwazi ukuqinisekisa ukuba ulwazi luyaqokelelwa kwaye lurekhodwe ngeenjongo zeenkcukacha-manani kunye nokukhangela ngokulula.
- Ukwenza izindululo malunga nezicelo zamayilo okwakha kunye nokubonelela abalawuli ngeengcebiso zokuqinisekisa ukuba izicelo zamayilo okwakha kunye neenkqubo zihambelana neemfuneko ezimiselweyo zomthetho nezokusebenza, phambi kokuba kuthathwe izigqibo. Ukuququzelela ukugcinwa kolwazi oluchanekileyo ukuze kunikezelwe ngeenkcukacha-manani ezithembekileyo nokuthobela imigangatho yonikezelo lweenkonzo zikamasipala.
- Ukuqinisekisa iinkcukacha, ukubala imirhumo, ukwamkela nokuqwalasela izicelo zamayilo okwakha kunye nokunxibelelana nabaxumi kunye namasebe angaphakathi ukuqinisekisa ukuba iinkcukacha ezibekiweyo, imigangatho kunye neemfuneko zomthetho ezilawula uphuhliso nolwakhiwo ziyajongwa.
- Ukugcina unxibelelwano oluvulekileyo kunye notshintshiselwano ngolwazi ngenjongo yokuququzelela kunye nokukhawulezisa iinkqubo zokwenziwa kwezicelo kunye nolungelelwaniso phakathi kwabo bonke abathathi-nxaxheba, ukwenza iinkqubo zokwenza izigqibo ezihambelana nemigangatho yonikezelo lwenkonzo nekhuthaza ukwenziwa kwezinto elubala nolawulo olululo.
- Ukwenziwa kohlolo lwesiza ukuqinisekisa ukuba amayilo okwakha acetywayo ayahambelana nezakhiwo ezikwisiza nakwiMimiselo yeZakhiwo yeSizwe kunye nemithetho nemimiselo yokusebenza ye-SANS kunye nawo nawuphi na omnye ummiselo osebenzayo.
- Ukugcina irekhodi echanekileyo kunye neenkcukacha-manani ukuze zisetyenziswe kwiingxelo zekota kunye namaxwebhu obuhule kunye nokuqinisekisa ukuba izixhobo zokulinganisa ezichanekileyo zigcinelwe ukubekwa esweni intsebenzo nokukhula nokunika ingxelo.
- Ukuqinisekisa ukuthobela kwezicelo zamayilo ezakhiwo imithetho emiselweyo, imigaqo-nkqubo yebhunga kunye nemimiselo, ukufumana izimvo kunye nempendulo evela kwabanye ababandakanyekayo kwinkqubo.

**IMIBUZO: MNU. FICKERIE TOYER (044 – 801 9176)**

### **IMIYALELO KUBAFKI- ZICELO**

Abafaki-zicelo kufuneka bangenise ifomu yesicelo esemthethweni, egcwaliswe onke amacandelo kunye ne-CV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso ezifanelekileyo, isazisi kunye nephepha-mvume lokuqhuba, ukuba kufanelekile. Izicelo kufuneka zingeniswe ngokufakwa kwikhompyutha kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa[HumanSettlementsPosts@george.gov.za](mailto:HumanSettlementsPosts@george.gov.za). Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, [www.george.gov.za](http://www.george.gov.za) kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla---(20 eyeDwarha 2023 ngeye-12:00. Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko seimeyili. Abafaki zicelo kufuneka bagcwalise ifomu yesicelo ngokupheleleyo.

Zizicelo ezingeniswe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

Ukungangeniswa kwamaxwebhu afunekayo okanye ukungeniswa kwamaxwebhu obuqhophololo

Ukurhwetyeshwa kooCeba kunye /okanye amagosa.

Ukungathotyelwa kwemiyalelo ekwisibhengezo sentengiso

**QAPHELA:** Nceda uqaphele apho kuyimfuneko, abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yohlolo nophononongo lwemvelaphi. Ngokungenisa isicelo sesi

sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi oluya kuquka nolunye uphononongo olunxulumeneyo.

UMasipala ugcine ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-3 zomhla wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelana nomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo.

Ukuqeshwa kuya kuxhomekeka kwimfuneko yokusayinwa kwemvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nomdla.

UMHLA WOKUVALWA: **20 OCTOBER 2023**