

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Human Settlements, Planning & Development and Property Management

POST DESIGNATION: SENIOR TOWN PLANNER - George

(Permanent)

WC044 0891

REFERENCE: 3174178

Salary: R578 580 - R751 080 (T15)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
Perks: Cellphone and Vehicle Allowance (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

Relevant tertiary qualification B-degree or higher in Urban Design or equivalent Town Planning qualification, preferably Honours Degree
Registered as a Professional Planner with SACPLAN
Computer literacy: MS Office
Ability to communicate (read, write, speak) in at least two of the three official languages of the Western Cape
Code B Driving License
5 - 8 years relevant experience

COMPETENCIES:

Core Competencies: Monitoring and Control, Negotiation, Planning and Organising, Urban Design, Land Use Management, Information Management, Research, Information Analysis and Policy, Knowledge Management, Public Consultation, Socio-Economic/Socio-Political Awareness and Policy Conceptualisation.
Public Service Orientation Competencies: Interpersonal Relationships, Communication, Services Delivery Orientation, Client Orientation and Customer Focus.
Personal Competencies: Action Orientated, Resilience, Change Readiness, Learning Orientation, Problem Solving, Accountability and Ethical Conduct.
Management/ Leadership Competencies: Impact and Influence, Direction Setting, Team Orientation, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

Manage inter-departmental meetings and obtain the input and comments from officials in other disciplines.
Manage key performance areas associated with the Land Use Planning Discipline to align functional requirements against the objectives of the Municipality.
Manage critical land use planning phases within the framework approved by the Municipality.
Manage the report writing processes and making recommendations on land use applications to decision makers to ensure that land use applications, conform to legislative requirements.
Assess statutory applications for conformance and provide comments to support and guide decision making processes.
Assist in the development and revision of land use planning by-laws, planning policies and application guidelines.
Provide input into Spatial Planning Frameworks, Policies and Guidelines.
Research, develop, implement, monitor and improve internal systems and processes, and keep abreast of new demands, trends, legislation to ensure the functionality is positioned to deliver on strategic town planning objectives.
Assists the immediate superior in managing developmental project management processes to ensure that key deliverables and interventions are accurately accessed and communicated.
Undertake steps and actions to ensure that submitted applications conform to all Town Planning requirements.
Preside and/or serve as a member on the Municipality's Planning Tribunal and ensure that decisions taken by the Tribunal are aligned with applicable agreements, delegations and powers assigned.

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Draft reports to evaluate, comment and make recommendations on appeal applications submitted against decisions taken by the Authorised Official or Planning Tribunal, and ensure that appeals are dealt with according to prescribed processes.

Perform land use assessments to ensure that all legal requirements attached to the applicable land use planning approval, and / or all legal and regulatory requirements of the town planning scheme, spatial plan, policies, guidelines, etc. are adhered to.

Disseminate strategic, functional and operational information to clients and the public to ensure accurate interpretation through the provision of adequate and clear explanation.

Manage, supervise, guide and mentor sub-ordinates in relation to the Municipality's policies, legislation, codes, directives and guidelines.

Perform personnel management and recruitment functions to ensure that personnel requirements are tended to promote sustained performance levels to meet service delivery objectives and ensure that staff discipline is maintained.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Must have good communications and interpersonal skills.

Must be analytical and take informed decisions.

Must be willing to attend meetings outside of normal office hours.

Must be able to work independently in the absence of supervision.

Must be able to work under pressure.

The duties in this listed job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt with regards to any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

PROBATION PERIOD: 6 months

ENQUIRIES: CLINTON PETERSEN (044 801 9182)

INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **[2024-06-24]** at 16:30pm.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only If applicable.

Only online applications will be accepted.

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The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

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: [2024-06-24] AT 16:30PM