

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Human Settlements, Planning & Development and Property**  
**POST DESIGNATION: TOWN PLANNING INSPECTOR (INVESTIGATOR) - George**  
**(Permanent)**  
**WC044HSDM0690**  
**REFERENCE: 3253706**

Salary: R335 328 - R435 288 (T11)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

2-3 years relevant experience in municipal environment  
A relevant tertiary qualification preferably a national diploma/diploma in law or Public Management  
Ability to communicate (read, write, speak) in at least 2 of the 3 official languages of the Western Cape Province  
Code B Driving License  
Computer Skills (Ms Office)

### COMPETENCIES:

Core Professional Competencies: Written Communication, Oral Communication, Business Processes, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising, Data Processing and Analysis, Attention to Detail.  
Functional Competencies: Investigation of Complaints, Monitoring and Evaluation, Technical Report.  
Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.  
Personal Competencies: Action and outcome orientation, Resilience, Change readiness, Cognitive ability, Learning orientation.  
Management Competencies: Impact and influence, Team Orientation, Direction setting, Coaching and Mentoring.

### KEY PERFORMANCE AREAS:

Ensure that laid down land use planning regulations and legislation are enforced, and deviations rectified or appropriately dealt with.  
Ensure that the functionality is positioned to deliver on strategic planning objectives.  
Ensure that accurate information with respect to specific influential factors are variables impacting on the land use and planning functionality is made available to support decision making processes and/or problem-solving sequences.  
Ensure that laid down administrative procedures associated with functionality are complied with and specific deadlines are adhered to.  
Build/Create and maintain GIS and electronic data systems and data infrastructure and ensure the regular updating of these data systems to support and improve the functions of various departments and end users.  
Conduct routine inspections of properties to ensure land use control measures in the urban and rural areas in line with relevant zoning scheme regulations, by-law regulations in order to ensure laid down land use regulations and legislation are enforced and deviations rectified or appropriately dealt with.  
Ensure the adequacy of current land use management systems and report on functional aspects to support improvement initiatives and interventions to ensure that the functionality is positioned to deliver a strategic planning objectives.  
To complete and submit specific reports, statutory documentations and registers on investigations and inspections are carried out record update zoning register by confirming implementation or lapsing of approvals.  
To conduct a town planning site analysis by recording and mapping site specific factors, components opportunities and constraints that impact the developmental implementation of an identified area or land unit.

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## **SPECIAL CONDITIONS ATTACHED TO THE POST:**

- Must have good communications and interpersonal skills.
- Must be willing to attend meetings outside of normal office hours.
- Must be willing to carry out inspections on uneven terrain and building sites.
- Inspections may need to be carried out in inclement weather conditions.
- Must be able to apply initiative and work independently.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** AMANDA JOUBERT (044) 8019171

## **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](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **[2024-09-06]** 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.**

**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.

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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: [2024-09-06] AT 16:30PM**