

EMTHANJENI MUNICIPALITY



ADVERTISEMENT

NOTICE NO: 36/2022

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: INFRASTRUCTURE SERVICES

1. BUILDING CONTROL OFFICER

Salary: R 370 590.00 – R 481 046.00 (Task Level 12)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key requirements:

- A relevant National Diploma or equivalent qualification as stipulated in the National Building Regulations
- 3 – 5 years building industry experience
- Knowledge of and ability to interpret the National Building Standards and Building Regulations Act, No 103 of 1977
- A technical and operational understanding of the Building Control functions including the technical natures of Tracking Systems; and
- Knowledge of laws, regulations and policies relating to Land Use Management and the Building Control function.
- Computer literacy
- Town Planning schemes, Occupational Health and Safety Act and other applicable legislation and regulations.

- Knowledge of Local Government Legislation
- Ability to respond positively to and act under pressurized environment
- Good interpersonal relations to interact with personnel and the public
- Ability to handle conflict and sound computer skills
- Proficiency to speak, write in at least two official languages of the Northern Cape
- Code EB driver's license
- Eligible to be registered as a Peace Officer (Law Enforcement Officer)

Responsibilities:

- Monitor compliance and quality standards, measures and specifications applicable to building construction works.
- Evaluate building plans to ensure that specifications, standards and statutory requirements controlling development and construction are observed.
- Ensure that building plan applications are processed within the established time-frames.
- Coordinate activities associated with the implementation of financial procedures and monitors compliance with approved budgets.
- Develop technical know-how and understanding of specific applications, procedures and sequences applicable to building control.
- Ensure that key responsibilities are identified, objectives aligned and appropriate procedures implemented on approval to guide and direct compliance with operational needs and standards.
- Perform specific administrative tasks associated with updating and maintaining records.
- Perform human resources activities to ensure good employer-employee relations: and promote a high level of employee morale.
- Report encountered problems to Supervisor to ensure that proper reporting procedures are executed.

Interested persons are requested to forward completed application forms, which can be found on the website of Emthanjeni Local Municipality at www.emthanjeni.co.za, or at all Emthanjeni Municipal offices together with a comprehensive CV and certified copies of qualifications. For enquiries contact the Senior Manager: Infrastructure Services, Ms L Thiso at 053 632 9100.

Closing date: 26 August 2022 at 12h00

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

The Municipality reserves the right not to make an appointment.