



SWARTLAND MUNICIPALITY

Swartland Municipality ensures the wellbeing of all communities within the Swartland region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. Women and persons with disabilities are encouraged to apply.

Swartland Municipality, with its head office in Malmesbury, services the towns of Malmesbury, Zserfontein, Moorreesburg, Darling, Koringberg, Abbottsdale, Kalbaskraal, Chatsworth, Riverlands, Riebeeck West and Riebeeck Kasteel. The hub of the Swartland offers you the best of two worlds. You work and live in a tranquil, rural environment with all the modern amenities at hand. When you want to get away from it all, Cape Town is barely 60 km away, while various resorts along the picturesque West Coast are literally just around the corner.

The Municipality currently offers the following vacancy (ies) and awaits applications from competent persons who comply with the minimum job requirements.

**VACANCY
INTERNAL AND EXTERNAL APPLICATIONS WILL BE ACCEPTED**

JOB TITLE: FIXED TERM CONTRACT – SENIOR BUILDING CONTROL OFFICER/INSPECTOR (6 Months Contract: 01 Jan 2025 – 30 Jun 2025)

Place of Work: Malmesbury

Vacancy reference number: C4/24

Requirements:	<ul style="list-style-type: none"> Proficiency in at least 2 of the official languages of the Western Cape (read, write and speak) Sound Knowledge of the National Building Regulations and Building Standard Act, No 103 of 1977 Must maintain confidentiality Management skills Well-mannered, disciplined and good reasoning skills Broad knowledge of laws, regulations and Policies related to Land Use management and the Building Control Function Be able to work independently Good interpersonal and communication skills Be able to work with all spheres of clients Good problem-solving skills Well-developed skills in writing, drawing and calculation Sound knowledge of building legislation and techniques Knowledge of green building environment Law enforcement officer/Peace Officer or eligible to be registered Ability to work under pressure Knowledge of Town Planning and Fire Safety Regulations Knowledge of Occupational Health and Safety Act Technical and Operational understanding of the Building Control Functions including the technical natures of Tracking Systems
Qualification:	<ul style="list-style-type: none"> A relevant National Diploma qualification as stipulated in the National Building Regulations; Computer literacy: MS Office; Driver's license: Code EB; and Eligible to be registered as a Peace Officer (Law Enforcement Officer).
Experience:	<ul style="list-style-type: none"> 3 - 5 years building industry experience.
Job Purpose:	<p>Manage all building inspections, scrutinizes building plan applications and delivering services to the public related to building control within the jurisdiction area of Swartland Municipality by:</p> <ul style="list-style-type: none"> Managing, enforcing, controlling and coordinating sequences associated with monitoring compliance with standards, procedures, regulations and specifications in terms of the National Building Regulations and SABS Codes of practice, with regards to the submission of plans for approval and construction of building, preparing and presenting investigational reports, processing / approving and issuing compliance notice to align practices. Examining all building plan applications in accordance with the requirements of the SANS 10400/2010 (National Building Regulations) and make recommendations on applications. Performing duties of the Building Control Officer as required in terms of Act 103 of 1977 and ensures that the Developmental policies, procedures and practices are adhered to.
Key Performance Areas:	<ul style="list-style-type: none"> Building inspection functions Enforcing compliance Reports and registers Communication - Building Inspector Regular inspections in the municipality area to prevent non-compliance activities Building development control Provide technical advice and guidance Legal administration Complaints: Law Enforcement Recordkeeping and administration Legislation interpretation Negotiation and influencing Confidentiality Ethics and professionalism Performance Management Deadlines Project Management (Low Cost Housing) Problem solving. Plans examiner functions Delegated powers

Functional Competencies	Professional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> Building Development Control Building Inspectorate Customer Centricity Legal Administration Negotiation and Influencing Ethics and Professionalism 	<ul style="list-style-type: none"> Organisational Awareness Problem Solving Planning and Organising Information Management 	<ul style="list-style-type: none"> Interpersonal Relationships Communication Service Delivery Orientation 	<ul style="list-style-type: none"> Action and outcome Orientation Resilience Change Readiness Learning Orientation Accountability and Ethical Conduct 	<ul style="list-style-type: none"> Team Orientation Direction Setting Coaching and mentoring Impact and Influence

Salary:	R 394 680 – R 512 292 (T-12 of a Category 4 Local Authority)
Enquiries:	Rachelle van Zyl at 022 487 9400

GENERAL:

- A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality, including a housing allowance for home owners subject to certain conditions and relocation costs (conditions apply).
- The Municipality is committed to Employment Equity and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets.
- The Municipality is not bound to make any appointment.
- Where necessary applicants will be subjected to screening and vetting with the consent of the applicant. Fraudulent qualifications or documentation will immediately disqualify an applicant.
- Applications received after the closing date or that have been received without the documentation mentioned below, will not be considered.
- Applications that do not meet all the advertised requirements for the position, will not be considered, therefore applicants must please ensure that they meet all requirements before applying for the position.
- Applications not made on the prescribed application form will render any appointment or contract entered into, between the municipality and the successful candidate invalid.
- Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
- Canvassing of any councillor and/or member of the Selection Panel and/or any employee of the Municipality will not be allowed and will immediately disqualify applicants.
- In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
- The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provide to us is true, up to date and correct.
- Preferences will be given to internal and local candidates within the Swartland Municipal area.
- Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a performance contract (where applicable) with the employer.

A covering letter with at least two (2) contactable references (managers, subordinates or peers), must accompany the completed prescribed application form (available on request at Tel. 022 487 9400 or on the municipality's website www.swartland.org.za) with certified copies of the necessary qualification, certificates, ID document, driver's license and a Curriculum Vitae (Maximum of three (3) pages). Completed applications on which the post reference numbers are clearly indicated must be delivered to the **Municipal offices, Church Street, Malmesbury** or **posted to Private Bag X52, Malmesbury, 7299 for the attention of Mrs R van Zyl (Human Resources Officer: Recruitment and Selection)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 01 NOVEMBER 2024 AT 12:00

**JJ SCHOLTZ
MUNICIPAL MANAGER**

18 OCTOBER 2024

**1 CHURCH STREET
Private Bag X52
MALMESBURY
7299**