



**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, Yzerfontein, Moorsburg, Darling, Koringberg, Abbotdale, 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: SENIOR BUILDING CONTROL OFFICER/INSPECTOR**  
**(Fixed term contract – 1 May 2026 – 31 October 2026)**

**Place of Work:** Malmesbury  
**Vacancy reference number:** C1/26  
**DIRECTORATE:** DEVELOPMENT SERVICES

<b>Requirements:</b>	<ul style="list-style-type: none"> <li>• Full knowledge of the Building Control function</li> <li>• Proficiency in at least 2 of the official languages of the Western Cape (read, write and speak)</li> <li>• Sound Knowledge of the National Building Regulations and Building Standard Act, No 103 of 1977</li> <li>• Must maintain confidentiality</li> <li>• Management skills</li> <li>• Well-mannered, disciplined and good reasoning skills</li> <li>• Broad knowledge of laws, regulations and Policies related to Land Use management and the Building Control Function</li> <li>• Be able to work independently</li> <li>• Good interpersonal and communication skills</li> <li>• Be able to work with all spheres of clients</li> <li>• Good problem solving skills</li> <li>• Well-developed skills in writing, drawing and calculation</li> <li>• Sound knowledge of building legislation and techniques</li> <li>• Knowledge of green building environment</li> <li>• Low enforcement officer/Peace Officer or eligible to be registered</li> <li>• Ability to work under pressure</li> <li>• Knowledge of Town Planning and Fire Safety Regulations</li> <li>• Knowledge of Occupational Health and Safety Act</li> <li>• Technical and Operational understanding of the Building Control Functions including the technical natures of Tracking Systems.</li> </ul>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• A relevant National Diploma qualification as stipulated in the National Building Regulations;</li> <li>• Computer literacy: MS Office;</li> <li>• Driver's License: Code EB; and</li> <li>• Eligible to be registered as a Peace Officer (Low Enforcement Officer).</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• 3- 5 years building industry experience.</li> </ul>
<b>Job Purpose:</b>	<p>To perform the duties and the responsibilities of the Chief Building Control Officer as delegated required in terms of Act 103/1977, and to provide architectural expertise and professional advice on aesthetic complications of development and to uphold the heritage of the Municipality.</p> <p>Manages, enforces, Coordinates and control the key performance area associated with Building Control and building inspections in accordance with the National Building Regulations and SANS codes of Practice; prepares and presents investigational reports, processes and issues compliance notices and warrants of arrest in order to align practices and ensure that laid down standards and requirements are complied with.</p> <p>Executes the key performance area associated with monitoring compliance with standards, procedures and specifications in terms of the National Building Regulations, SANS Codes relevant zoning scheme regulations, legislation and bylaws of Practice with regards to approved building plans and building construction in progress, prepares and presents investigational reports, processes and issues compliance notices to align practices.</p> <p>Perform the duties of the Building Control Officer as required in terms of Act 103 of 1977 and to provide architectural expertise and professional advice on aesthetic complications of development and uphold the heritage in the Swartland Municipality Area</p>
<b>Key Performance Areas:</b>	<ul style="list-style-type: none"> <li>• Manages the Building Control area function by developing strategies and make recommendations to Council regarding any plan specifications and documents submitted in accordance with 7(1) for approval by the Municipality.</li> <li>• Statutory function</li> <li>• Provide technical advice and guidance</li> <li>• Licensing</li> <li>• Strategic area management</li> <li>• Planning and reporting</li> <li>• Procedures, systems and controls</li> <li>• Main administrative area management functions</li> <li>• Delegated powers</li> <li>• Confidentiality</li> <li>• Research</li> </ul>

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

<b>Salary:</b>	<b>R 420 684 – R 546 036 (T-12 of a Category 4 Local Authority)</b>
<b>Enquiries:</b>	<b>Rachelle van Zyl at 022 487 9400</b>

**GENERAL:**

1. 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).
2. 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.
3. The Municipality is not bound to make any appointment.
4. 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.
5. Applications received after the closing date or that have been received without the documentation mentioned below, will not be considered.
6. 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.
7. Applications not made on the prescribed application form will render any appointment or contract entered into, between the municipality and the successful candidate invalid.
8. 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 of the closing date.
9. 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.
10. 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.
11. 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.
12. Preferences will be given to internal and local candidates within the Swartland Municipal area.
13. 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](http://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, Kerk Street, Malmesbury or posted to Private Bag X52, Malmesbury, 7299 for the attention of Mrs R van Zyl (Snr HR Practitioner: Recruitment and Selection)** by no later than the closing date.

**NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

**CLOSING DATE: FRIDAY, 27 MARCH 2026 AT 15:45**

**JJ SCHOLTZ**  
**MUNICIPAL MANAGER**

**14 MARCH 2026**

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