

## **INTERNAL AND EXTERNAL ADVERT**

Applications are hereby invited from suitably qualified and experienced persons for the following vacant position:

### **POST: BUILDING CONTROLLER OFFICER**

**SALARY TK: 11**

**SALARY SCALE: R296 352 - R384 720**

### **QUALIFICATION AND EXPERIENCE REQUIRED**

- Grade 12
- NDiploma Building Sciences, Structural Engineer or any other relevant qualifications as per Section 16 of the National Building and Regulations and Building Standard Act
- 3 years relevant experience in a local government environment.
- A code 8 driver's licence is a Pre-Requisite
- Qualified artisan in a building trade will be an added advantage
- Supervisory experience and knowledge
- Report writing skills
- Ability to work under pressure
- Good interpersonal and communication skills
- Computer literacy

### **CORE RESPONSIBILITIES**

- Specific transactional works documentation and issuing compliance notices to align practices,
- Controlling Coordinates the key performance areas and specific outputs associated with Town and Regional Planning (Building Inspectorate) Section through implementing, monitoring, evaluation, approval and reporting sequences of outcomes associated with building plans in keeping with National Building Regulations and Buildings Standards Act,
- Preparing and presenting investigational and qualitative reports, approving interventions and actions and executing corrective measures to address deviations in order to ensure functions and activities are aligned and coordinated towards the accomplishment of key service delivery objectives
- Examining and recommending for approval of building plans and outdoor, advertising applications in terms of the national building regulations, town planning schemes and other relevant legislation, policies and procedures
- Perform building site inspections
- Respond to verbal and telephonic queries from departments and members of the public
- Responsible for monthly reports, data capturing and statistics
- Ensure legal compliance in terms of relevant legislation, policies and procedures
- Law enforcement duties including Peace officers' duties and Attorney Liaison

All applicants must complete the official Dr Beyers Naude Local Municipality application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications of applicants and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280 not later than **14 September 2022**. Late, faxed or emailed applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six weeks from the closing date should consider themselves unsuccessful. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right not to fill the vacancy.

DR E.M. RANKWANA  
**MUNICIPAL MANAGER**

P.O. Box 71  
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6280

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**NOTICE: 93/2022**