



EXTERNAL ADVERT

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

POST: BUILDING INSPECTOR

SALARY TK: 10

SALARY SCALE: R264 612 – R343 464

QUALIFICATION AND EXPERIENCE REQUIRED

- Grade 12
- NTC 3 with passed trade test within a building discipline or equivalent relevant qualification within any building environment discipline. (National Diploma will be advantageous)
- Code B driver's licence
- 5 years' experience in a similar environment (2 years Building Control experience in Local Government or similar)
- Computer literate (MS Office, PowerPoint, e-mail, internet)
- **Clean criminal record (proof must accompany application)**
- The ability to act independently, to take decisions and initiative and to work accurately
- Sound knowledge of the National Building Regulations, applicable regulations and policies
- Good human relations
- Eligible to register as a Peace Officer
- Qualified Peace Officer will be advantageous
- Must be physically fit and healthy
- Proficiency in at least two of the three official languages of the Eastern Cape
- Must work overtime and attend meetings after normal hours when required
- **Proof of own vehicle or proof of access to a private vehicle for inspections**

CORE RESPONSIBILITIES

- Perform building and drainage inspections, illegal building inspections
- Maintain sound working knowledge of and implementation of the National Building Regulation
- Reports illegal building operations to immediate Supervisor
- Issue of contravention notices and opening of court files for Legal action
- Ad-hoc inspections on Municipal Building and Property
- Issuing of Completion and Occupation certificates on all building activities that complies with the National Building Regulation
- Process the repayment of building deposit once occupation certificate has been issued
- Building Control administrative duties
- Deals with enquiries and complaints of the public
- Correspond with the public and contractors regarding building related matters
- Do regular building site inspections to prevent illegal building operations and signage
- Compile monthly electronic reports which includes statistics and technical reports

All applicants must complete the official Dr Beyers Naude Local Municipal application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications not older than two months and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at the following addresses: Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, Email: wesselsh@bnlm.gov.za / klassend@bnlm.gov.za not later than **3 November 2023**. Late 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 of the advert should consider themselves unsuccessful, applicants should also consider themselves unsuccessful when not contacted six weeks after the interviews. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right to fill or not to fill the vacancy.

DR E.M. RANKWANA
MUNICIPAL MANAGER

P.O. Box 71
Graaff-Reinet
Tel: 049 8075700

NOTICE :130/2023