



INTERNAL AND EXTERNAL ADVERTISEMENT

DEPARTMENT: INFRASTRUCTURE SERVICES

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

POST: LAND DEVELOPMENT OFFICER

SALARY TK: 9

SALARY SCALE: R 245 652 – R 322 428

QUALIFICATION AND EXPERIENCE REQUIRED

- ND: Town and Regional Planning/Land Survey/Construction Management NQF Level 6
- Computer literacy- Office applications
- Registration with SACPLAN as a Candidate Town and Regional Planner
- 12 months relevant experience
- **Clean criminal record (proof must accompany application).**

CORE RESPONSIBILITIES

ADMINISTRATION AND SYSTEMS- LAND USE MANAGEMENT PROCEDURES, SYSTEMS AND CONTROLS

Controls the implementation and application of administrative procedures, systems and controls to support functional requirements, by

- Attending to and monitoring the execution of activities associated with maintaining manual and electronic departmental information and records systems (project database) and/ or, seeking approval on alternative approaches to improve efficiencies in receiving, storing and accessing functional records.
- Receiving Land Use Planning applications from the registry department pertaining to Rezoning, Subdivision, Consent Use, Departure and Consolidation etc.
- Maintaining that all the Land Use applications are correctly completed and all information pertaining to the application is captured accurately.
- Attending to the securing of Land Use data files and application system software.
- Establishing and maintaining a Land Use project database and maintaining accurate project records.
- Receiving and maintaining the completion of Land Use projects schedules in terms of target dates.

- Attending to any constraints which may prohibit the successful completion of specific project.
- Attending to the Advertising of developmental applications.
- Maintaining that the system design and programming standards are to be used in the development of systems.
- Attending to the internal filing system, attendance registers and processing project applications.
- Prepare and Administer Municipal Planning Tribunal (MPT) meetings.
- Implement & apply SPLUMA legislation.
- Enforce SPLUMA By-law and policy.
- Interface with the applicant & public.
- Professional report writing.

In order to ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines.

ADMINISTRATIVE APPLICATIONS INFORMATION MANAGEMENT AND REPORTING

Monitors the consolidation, processing and presentation of functional project information by:

- Processing land applications received and verifying the land/ erven and submitting to the relevant committee (compilation, discussions, minutes, distribution etc.).
- Addressing daily queries e.g. possible availability of land, developments, how far the processes are, etc.
- Processing daily new applications from members of the public submitting applications for the purchasing of Municipal properties, including residential for building houses, business land for development of businesses, building of churches, agricultural land for emerging farmers, and for development of new schools by the Department of Education and Public Works.
- Updating the Town Planning register and following up on errors sent in or problems encountered in the application processing.
- Issue zoning certificates and confirm existing zoning rights using GIS and OVVIO.
- Administering quotations, requisitions and orders through obtaining quotations on request, issuing requisitions, placing the order with relevant with suppliers through the generation of order number/s, and receiving and signing for order/s on arrival.
- Verifying processed information related to transactional activities with respect to functions of the Department (service orders, etc.).

- Checking the accuracy of the allocation of transactional information against the financial provisions and parameters on the system (vote numbers), querying and/ or resolving deviations through approvals obtained from functional heads within the Department.
- Maintaining and updating databases, adjusting information in accordance with approved changes and, selecting and extracting standard reports or creating specific reports to provide for scenarios (performance, trends, etc.).
- Processing of Land Use applications from receiving, advertising and sending letters to property owners.
- Providing information relevant for forward planning and budgeting through the presentation of detailed reports and explanations on the administrative requirements and procedural applications associated with maintaining adequate levels of support.
- Managing customer relationships through attending to customer queries and/ or complaints and liaising with other departments to resolve customer queries.

In order to ensure administrative processing, recording and reporting requirements related to specific activities are attended to, in accordance with deadlines and/ or established procedures.

INFORMATION RECORDKEEPING

Maintains and access records of discussions, instructions and correspondence by:

- Referencing project source documentation, reports and/ or instructions using alphanumeric sequential codes, to facilitate retrieval.
- Updating files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence/ documentation.
- Coordinating and controlling technical equipment, maintaining the proper registers.
- Retrieving supporting documentation and records to facilitate and support query resolution. In order to ensure records and related information are maintained and details/ correspondence supporting specific processes and decisions are accessible and made available to facilitate the execution of necessary actions.

GENERAL FUNCTIONS DEPARTMENTAL SUPPORT

Performs specific activities associated with providing support to line functions, by

- Responding and resolving queries regarding land use planning Schedules, dates, times and place for meetings
- Preparing notices and correspondence for circulation, referring to drafts, formatting and checking/ editing grammar and submitting completed documents for approval.

- Coordinating and distributing complete reports to the Town Planner.
- Receiving and Processing of various Land Use applications.

In order to ensure adequate support is made available to enable accomplishment of service delivery objectives and standards.

COMMUNICATION & REPORTING INTERNAL & EXTERNAL COMMUNICATION

Implements communication strategies with intra and inter-departmental management staff and external stakeholders by:

- Receiving daily instructions from the Town Planner pertaining to administrative duties.
- Managing customer relationships through attending to customer queries and/ or complaints and liaising with other departments to resolve customer queries.

In order to ensure information, advice or opinions on relevant matters is made available and/ or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.

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: recruitment@bnlm.gov.za not later than **Thursday, 19 March 2025**. 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
6280**

Tel: 049 8075700

NOTICE NO: 04/2025.