

# **NDLAMBE MUNICIPALITY**



## **VACANCY: ASSISTANT TOWN PLANNER ON TASK GRADE 13 OF A CATEGORY 3 LOCAL AUTHORITY (R 299 627 TO R 388 915 p.a.)**

Applications are invited from persons who consider themselves suitably qualified for appointment to the abovementioned post.

**QUALIFICATIONS AND EXPERIENCE:** A recognized Degree/Diploma (NQF6/7) in Town Planning. Registration with SACPLAN or eligible to register as a professional planner. • Minimum of three years land use planning experience.

**REQUIREMENTS AND SKILLS:** A Code B driver's license • Own transport • A high level of computer competency, with proficiency in MS office (Excel, Access, Word, PowerPoint) and email; Good knowledge of relevant legislation and statutory provisions • Experience in the fields of land use management and development facilitation • Additional experience in this environment, especially related to disposal of assets (land), will be an added advantage • Ethical Behaviour • Analytical skills. • High level of responsibility • Ability to give attention to detail • Good organizational skills, public relations and administrative abilities.

**KEY PERFORMANCE AREAS:** • Process applications for new township developments, land use development applications, changes in land use in terms of SPLUMA and any other relevant legislation, where applicable, by scrutinizing applications to verify correctness, scrutinizing Title Deeds to verify that the proposal is permissible. • Attending pre-consultation application meetings with the potential applicants; advise applicants on the application process. • Compilation of reports and recommendations to Council, Ward, EXCO; Municipal Planning Tribunal & the Authorised Official based on site inspections, analysis of desirability of application, comments and objections received as well as compliance with SDF, Guide Plans, Scheme Regulations, Council policies etc. • Scrutiny of building plans with regard to the compliance with the relevant scheme regulations and Council resolutions. • Assist with internal and outgoing correspondence on general town planning and land use matters. • Attending to illegal land use complaints and issuing of contravention notices to be distributed to affected parties.

To apply: please send your C.V, certified copies of qualifications, Identity Document, driver's license and covering letter (including details of at least 3 contactable references) to the \*Human Resource Unit\*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170. Please note that no late applications will be considered. No faxes will be accepted.

Employment Equity Plan will be complied with. All applicants who do not receive any response within 21 days of the deadline of the advertisement should know their applications were not successful.

For enquiries kindly contact the Human Resources Section at 046 604 55 00.

**The closing date is Tuesday, 21 November 2017 at 12h00.** Applications to be addressed to the undersigned at Ndlambe Municipality, P O Box 13, Port Alfred, 6170.

**NOTICE NUMBER: 201/2017**

**ADV R. DUMEZWENI**

**07 November 2017**

**MUNICIPAL MANAGER**

***The Herald***

***Municipal Noticeboard***

***Municipal Website***