



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified candidates. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area.

POSITION: ASSISTANT TOWN PLANNER
DIRECTORATE: PLANNING AND DEVELOPMENT
DIVISION: PLANNING AND LAND USE MANAGEMENT
SECTION: LAND USE MANAGEMENT
BASIC SALARY: (T11) R 339 214.44 – R 440 333.39 + MUNICIPAL BENEFITS
REF NO. : NOTICE: 229 of 2025

QUALIFICATIONS AND EXPERIENCE: • Grade 12 • Relevant tertiary qualification preferably a B Degree / National Diploma in Architecture / Urban Design or equivalent Planning Degree • Working towards registration as a professional planner / architect / urban designer i.e. candidate member • 2 years' relevant experience.

REQUIREMENTS AND SKILLS: • Computer literacy MS Office • Good verbal and written communication skills in two of the three official languages of the Western Cape • Relevant end user database experience • Attention to detail and Interpersonal skills • Good project management skills. • Excellent analytic skills • High level of responsibility and confidentiality • Ability to give attention to detail; • Ability to deal with conflict • Good human relations, interpersonal and communication skills • Ability to work under pressure.

FUNCTIONS & RESPONSIBILITIES: • Applies basic concepts and knowledge to the Planning function; • Could assist more senior planning staff in facilitating processes, liaison with clients, and preparing reports and information • Technical knowledge and skill for drafting urban design plans and utilisation of related software • Work is closely monitored while still developing proficiency in the planning discipline.

COMPETENCIES REQUIRED

CORE COMPETENCIES:

- **Monitoring and Control:** The ability to monitor the results of delegations, assignments, or projects, considering the skills, knowledge, and experience of the assigned individual and the characteristics of the assignment or project.
- **Negotiation:** The ability to achieve the desired objectives and agreements through interactive discussion with either internal or external parties. Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.
- **Planning and Organising:** The ability to plan and organise the work unit using goal setting, objectives, targets, creating work schedules and work plans with associated resources and budgets, according to the municipality's procedures in order to achieve the tasks, functions, results of the work unit.

FUNCTIONAL COMPETENCIES:

- **Spatial Planning:** Spatial Planning competencies relate to an individual's ability to utilise scientific disciplines, administrative techniques and interdisciplinary coordination to facilitate balanced regional development and the physical organisation of space in support of the municipality's long-term strategy and development objectives.
- **Urban Design:** Urban design relates to an individual's ability to create urban settings which are environmentally sustainable, accessible and efficient that are appropriate for the character of the municipality.
- **Land Use Management:** Land Use Management relates to an individual's ability to zone land for specific purposes so that they facilitate the achievement of the municipality's environmental, social and economic objectives. It also includes their ability to balance competing interests in monitoring and enforcing these zonings.
- **Information Management:** The ability to generate, analyse and produce management decision making and planning information and reports effectively and efficiently.
- **Research, Information Analysis and Policy:** The ability to systematically analyse the municipality's activities and processes with the view to improving alignment with strategic goals and / or its effectiveness and efficiency
- **Knowledge Management:** Ability to promote the generation and sharing of knowledge and learning in order enhance the collective knowledge of the municipality
- **Public Consultation:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.
- **Socio-Economic / Socio-Political Awareness:** Drives equitable service delivery taking into account how political and service issues, program, policies and decisions impact public interest / concerns.

- **Policy Conceptualisation:** Ability to translate International, National, Provincial and Local Government visions and objectives and the diverse needs of communities served into an enabling framework to support service delivery and corporate governance.

PUBLIC SERVICE ORIENTATION COMPETENCIES:

- **Service Delivery Orientation:** The ability to improve existing and explore and implement new ways of delivering services that contribute to the improvement of Municipal processes in order to achieve Municipal goals.
- **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside the Municipality.
- **Communication:** Communicates ideas and information effectively, both verbally and in writing. Uses language and a style of communication that is appropriate to the situation and people being addressed, ensuring a common understanding.
- **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside of the Municipality.
- **Client Orientation and Customer Focus:** Understands the service needs of a client/customer (internal or external) and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

PERSONAL COMPETENCIES:

- **Action and Outcome Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable.
- **Resilience:** The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks.
- **Change Readiness:** The ability to innovate and challenge the status quo and the ability to cope with change driven by others.
- **Learning Orientation:** The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.
- **Accountability and Ethical Conduct:** Ability to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the public service and to adhere to codes of good corporate governance.
- **Problem Solving:** The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'.

MANAGEMENT / LEADERSHIP COMPETENCIES:

- **Direction Setting:** The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals.
- **Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence others effectively.
- **Coaching and Mentoring:** The ability to assess skills, performance and potential of subordinates and to encourage their development with the view of optimizing their talent.
- **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamic and apply appropriate facilitation techniques in working with others to achieve a shared goal.

Work related enquiries can be directed to Mr. C Schliemann at cschliemann@plett.gov.za or on telephone no: 044 501 3264 and for general enquiries contact Mr. H van Rooyen on telephone no: 044 501 3464.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

Please take note:

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. **(Compulsory)**
3. **LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

M MEMANI
MUNICIPAL MANAGER

CLOSING DATE: 08 JULY 2025 @ 14H00 PM

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful. Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.

