



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following management vacancy from suitably qualified and experienced professionals.

POSITION	:	MANAGER BUILDING CONTROL
DIRECTORATE	:	ECONOMIC DEVELOPMENT AND PLANNING
DIVISION	:	BUILDING CONTROL
BASIC SALARY	:	R 482 185.84 – R 625 908.81 per annum (T15) + MUNICIPAL BENEFITS
REF NO	:	Notice 38 of 2021

QUALIFICATIONS: Tertiary qualification as per Regulation A16 of the National Building Regulations and Building Standards Act(103 of 1977), as amended in Architectural, Civil Engineering, Quantity Surveying, etc. or equivalent NQF 7• 5 year minimum managerial experience in a municipal building control environment.

REQUIREMENTS: Valid Code B Drivers' License • Computer literacy (MS Office applications) • Proficiency in at least 2 of the 3 official languages of the Western Cape (read, write and speak)• Good management, human relations, interpersonal and communication skills. • Analytical skills_ • High level of responsibility and confidentiality • Ability to give attention to detail_ • Good understanding of risk and performance management • Excellent presentation and project management skills • Willingness to work after normal working hours, and during emergencies.

ADDED ADVANTAGE: Compliance in terms of the Financial and Supply Chain Management competency areas in terms of Government Notice R493, as published in Government Gazette no 29967 of 15 June 2007. **(Municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment)**

FUNCTIONS & RESPONSIBILITIES: Direct and oversee execution of strategic operational plans and procedures associated with provision of quality and efficient service in approval of Building plans/ developments • Manage and control the KPI's and outcomes of personnel within the Division • Design and develop strategic procedures, systems and controls to regulate specific work sequences/ operations • Implement sound and compliant financial management practices • Compile and manage annual Divisional budget • Implement Supply Chain Management as per Legislation/ Policies • Manage and verify design details and construction specifications detailed in building plans to conform with regulations prior to approval • Manage, inspect and approve building construction process as per National Building Regulations and other applicable legislation • Disseminate technical operational information on outcomes, current developments, problems and constraints • Manage and coordinate specific administrative and reporting requirements associated with the key performance and result indicators of functionality • Keep abreast of current developments, legislative changes, emerging trends and latest technologies in the profession

Work related enquiries can be directed to Mr. L Gericke at lgericke@plett.gov.za or on cell: 044 501 3302. For general enquiries contact Mr J Williams or Ms L Clark on telephone no: 044 501 3418.

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 posted /hand delivered to the Human Resources Section, Bitou Municipality, 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. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
3. Submit separate applications when applying for multiple posts and quote reference number.
4. **Preference will be given to local residents before considering candidates outside the Bitou Municipal Area**

M MPAHLWA
ACTING MUNICIPAL MANAGER

Closing Date: 23 March 2021 @ 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.