



MKHONDO

LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of

DEPARTMENT: PLANNING AND DEVELOPMENT SERVICES
DIVISION: TOWN PLANNING, HUMAN SETTLEMENTS AND BUILDING CONTROL
ASSISTANT BUILDING INSPECTOR
Ref: ABI/27/20

MINIMUM REQUIREMENTS

- Grade 12
- A National Diploma in Built Environment or equivalent relevant qualification.
- 1-2 years relevant experience in Built environment
- A Valid Driver's License

OTHER REQUIREMENTS

- Communication Skills (Written and Verbal)
- Be physically Fit
- Must be able to work in all weather conditions
- Be willing to work overtime when required
- Ability to work long hours and meet deadlines
- Good Conflict handling skills

RESPONSIBILITIES

- Review building plans and specifications submitted for consideration
- Confirm the accuracy of building plan fees
- Process building plan applications in the absence of the Building Control Clerk
- Inspect minor building works, dwelling houses and extensions thereof to ensure conformity with the approved plans and specifications
- Investigate public complaints pertaining to Building Control matters and provide reports □
Facilitate applications for occupation certificate.
- Prepare and submit monthly inspection reports outlining daily inspections activities and furnish to the Building Inspector.
- Maintain and control the filing system for approved and outstanding building plans according to laid down procedures to facilitate access and retrieval.
- Capture data inspections reports and updates on the computer to produce reports.
- Provide assistance to the public and builders with enquiries regarding building plan specifications, requirements and regulations.
- Perform routine site inspections to identify illegal building work, encroachments, dilapidated buildings and dumping of building rubbles on the side walk and issue contravention notices.

Remuneration: Level 6 (R299 515 pa excluding benefits)

CLOSING DATE & TIME 06 NOVEMBER 2020 @14h00

Enquiries: Ms Nondumiso Ramathuba or Mr. Wandile Ngwenya 017 285 0200

To apply:

Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document, Original Proof of Residence and Valid Driver’s License with at least three contactable references to

Hand delivery

or

Post

Senior Manager: Human Resources
Civic Centre
Corner Mark and De Wet Street
Piet Retief
2380

Senior Manager: Human Resources
Mkhondo Local Municipality
P.O. Box 23
Piet Retief
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

Note: Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

**M KUNENE
MUNICIPAL MANAGER**