

SWELLENDAM MUNICIPALITY

VACANCY : RELIEF BUILDING INSPECTOR

Period of appointment : March 2024 – 30 June 2024

Salary : R 37 430 per month (total-cost-of-employment) (no fringe benefits)

Requirements:

- Qualification (on NQF Level 5) in Civil Engineering / Structural Engineering / Architecture/ Building Control / Building Science OR a relevant / related field;
- Candidates with a National Diploma or higher in a relevant or related field will be given preference;
- Candidates who are professionally registered (eg. SACAP) will be given preference;
- Three (3) years relevant experience, preferably in a local government environment;
- Computer literacy (MS Office and working knowledge of ArcGIS and the Collaborator platforms);
- Valid driver's license.

Duties:

- Implement all operational aspects of the the Building Inspector control function within the Division Town Planning and Building Control in terms of the National Building Regulations and Building Standards Act No.103 of 1977, in conjunction with and under guidance of the Building Control Officer;
- Ensure adherence to all aspects of the National Building Regulations and Building Standards Act No.103 of 1977;
- Ensure adherence to all aspects of the Municipal By-Law on Outdoor Advertising and Signage, 2022;
- Undertake all site and building inspections, as requested or required, in conjunction with the Building Control Officer;
- Investigate all unauthorised building operations, as noted or reported;
- Calculate fees payable in keeping with the promulgated rates, with respect to the Building Control function and the By-law on Outdoor Advertising and Signage;
- Ensure enforcement of all applicable legislation, in conjunction with the municipal law enforcement officers;
- Engage with officials, professional persons and members of the public as and when required.

Enquiries relating to the content (duties) of the post can be directed to Mr R. Brunings, Senior Manager Town Planning and Building Control at telephone number (028) 514 8539.

Applications are to be submitted on the **prescribed application** form [obtainable from the Swellendam Municipality webpage (www.swellendam.gov.za) or from all administrative offices] together with a CV, certified copies of **ALL** qualifications mentioned on the CV, a copy of your Identity Document, and at least two (2) contactable references. Applications must be submitted to the Human Resources Manager (Mr. P. Le Roux), to reach him on or before **Friday, 08 March 2024 at 16:00**. Applications that do not include the requested supporting documentation will be automatically disqualified. Applications can be handed in at the various administrative offices in Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **NO** applications by fax will be accepted. **NO** late applications will be considered. Applications via e-mail (*maximum 20 pages*) can be sent to careers@swellendam.gov.za

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is a violation and will lead to disqualification of an application. If you do not receive feedback within three weeks after the closing date, you can assume that your application was not successful.

HR Office, Swellendam Municipality
6 Rhenius Street
SWELLENDAM, 6740
Tel: (028) 514 8500

A. VORSTER
MUNICIPAL MANAGER

(Notice HR 04/2024)

MUNISIPALITEIT SWELLENDAM
VAKATURE : AFLOS BOU-INSPEKTEUR

Periode van aanstelling : Maart 2024 – 30 Junie 2024

Salaris : R 37 430 per maand (totale-koste-van-indiensneming) (geen byvoordele)

Vereistes:

- Kwalifikasie (op NKR vlak 5) in Siviele Ingenieurswese / Strukturele Ingenieurswese / Argitektuur/ Boubeheer / Bouwetenskap OF relevante / verwante veld;
- Kandidate met Nasionale Diploma of hoër in genoemde of relevante velde sal voorkeur geniet;
- Kandidate wat Professioneel geregistreer is (bv. SACP) sal voorkeur geniet;
- Drie (3) jaar relevante ondervinding, verkieslik in 'n plaaslike regering omgewing;
- Rekenaarvaardig (MS Office en basiese kennis van ArcGIS en die Collaborator platvorm);
- Geldige bestuurslisensie.

Verkorte Pligte:

- Implementeer alle operasionele aspekte van die Bouinspekteur funksie binne Afdeling Stadsbeplanning and Boubeheer itv. die Nasionale Bou Regulasies and Bou Standarde Wet Nr.103 van 1977, in samehang en onder leiding van die Boubeheerbeampte;
- Verseker nakoming van alle aspekte van die Nasionale Bou Regulasies and Bou Standarde Wet Nr.103 van 1977;
- Verseker nakoming van alle aspekte van die Munispale Verordening op Buite Advertensies en Reklame, 2022;
- Uitvoering van alle terrein en bou inspeksies, soos aangevra of benodig, in samehang met die Boubeheerbeampte;
- Ondersoek van alle ongemagtigte bou aktiwiteite, soos opgemerk of aangemeld;
- Die uitwerk van afgekondigde tariewe mbt. die Boubeheer funksie, asook die Verordening op Buite Advertensies en Reklame, 2022;
- Verseker die handhawing van alle toepaslike wetgewing, in samehang met die munisipale wetstoepassing beamptes;
- Skakeling met amptenare, professionele persone en lede van die publiek, soos benodig word;

Navrae rakende die inhoud (pligte) van die pos kan gerig word aan Mnr R. Brunings, Senior Bestuurder Stadsbeplanning en Boubeheer by telefoon (028) 5148539.

Aansoeke moet op die **voorgeskrewe aansoekvorm** ingedien word [verkrygbaar op die Swellendam Munisipaliteit webblad (www.swellenmun.co.za) of by die administratiewe kantore] tesame met 'n CV, gewaarmerkte afskrifte van **ALLE** kwalifikasies wat op die CV gemeld word, Identiteitsdokument en ten minste twee verwysings. Aansoeke moet gerig word aan die Menslike Hulpbronbestuurder (Mnr P. Le Roux) en hom voor of op **Vrydag, 08 Maart 2024** om **16:00** bereik. Aansoeke wat nie oor stawende dokumentasie beskik nie, sal outomaties gediskwalifiseer word. Aansoeke kan ingehandig word by die onderskeie administratiewe kantore te Swellendam, Buffeljagsrivier, Suurbraak en Barrydale. **Geen** aansoeke per faks sal aanvaar word nie. **Geen** laat aansoeke sal aanvaar word nie. Aansoeke per e-pos (*maksimum 20 bladsye*) kan gestuur word na careers@swellendam.gov.za

Swellendam Munisipaliteit is 'n gelyke geleentheid werkgewer. Die werkgewer behou die reg voor om nie 'n aanstelling te maak nie. Gunswerwing by raadslede is 'n oortreding en sal tot diskwalifisering van 'n aansoek lei. Indien u nie binne drie weke na die sluitingsdatum terugvoer ontvang nie, moet u aanvaar dat u aansoek onsuksesvol was.

HR Kantoor, Swellendam Munisipaliteit
Rheniusstraat 6
SWELLENDAM, 6740
Tel: (028) 514 8500

A. VORSTER
MUNISIPALE BESTUURDER

(Kennisgewing HR 04/2024)