

NYANDENI LOCAL MUNICIPALITY

PHYSICAL ADDRESS:
Municipality Building
B.N. Nomandela Drive
LIBODE

POSTAL ADDRESS:
Private Bag X 504
LIBODE
5160



Tel: 047 5555 024
047 5555 000
047 5550 278

Email:
goldsmithp@nyandenimun.org.co

“Deciding with the people, not for the people”

07 August 2017

EXTERNAL ADVERT

Applications are hereby invited from the suitable candidates for the following permanent posts:

Building and Control Officer – Task Grade 11

Salary Scale: R 302 960.65 – R 334 774.30 per annum

Essential Requirements of the post:

- Grade 12, a three year tertiary education in one of the following disciplines: Constructions Management or Structural Engineering or Architecture or Building Science and Building Surveying or Quantity Surveying.
- A minimum of three (3) years of experience in building Inspectorate or Control.
- A valid code EB of Driver’s license and ability to drive.
- Understanding of National Building Regulations and SANS Code of Practice

Key Performance Areas:

- Approve all the building plans submitted to the Municipality for approval;
- .Make recommendations to the Municipality regarding any plans, specifications, documents and information submitted to the Municipality;
- Inspect the erection of buildings and any activities or matters connected therewith, in respect of which approval was granted,
- Reporting to the Local Municipality regarding with non-compliance with any conditions on which approval was granted;
- Issuing of occupation certificates;
- Monitoring and following up of unauthorized/ illegal building activities to ensure legal compliance;
- Building Control related administrative duties and task related building control matters;
- Dealing with enquiries, correspondences and complaints from the public pertaining to Building Control matters;
- Dealing with and updating of all Building Control related matters on the electronic data system,

- Verifying design details and construction specifications detailed on building plans conform with regulations prior to approval

NB: Certified copies of qualifications, driver's license, ID copy, and CV must accompany the application letter for vacancy. Failure to submit documents listed above will result in disqualification. Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipality (Libode/Ngqeleni Offices). **Females, Coloureds, Indians, Whites and People with disabilities are encouraged to apply; People with disabilities must disclose the nature of their disabilities.** The words "**APPLICATION FOR VACANCY**" should appear on the same side of the application letter for vacancy, but separate from the address in the same envelope so as to sensitize the Registry Office of the closing date.

Faxed and emailed applications will not be considered. Only successful candidates will be contacted, and therefore if you have not heard from us within 90 days after the closing date, consider your application as unsuccessful. The Council reserves the right not to continue with the interviews and appointments if the Council feels no suitable candidate could be found. Canvassing of Councilors / Management is not permitted and proof thereof will result in disqualification.

BACKGROUND SCREENING WILL BE DONE TO SUCCESSFUL CANDIDATE

Applications should be addressed to:

The Corporate Services Manager
Nyandeni Local Municipality
Private Bag X 504
Libode
5160

For enquiries contact Corporate Services Department at **047 555 5028/ 047 555 5024** and at **Ngqeleni offices** Please Contact Person **Ms. N. Madayi** at **047 568 0300/1**

CLOSING DATE FOR APPLICATIONS: 20 September 2017, 16

**N. NOMANDELA
MUNICIPAL MANAGER**