



MANDENI LOCAL MUNICIPALITY INTERNAL/ EXTERNAL VACANCY

The Mandeni Municipality, affirmative action, and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

DEPARTMENT : ECONOMIC DEVELOPMENT, PLANNING AND HUMAN SETTLEMENTS.

POSITION : MANAGER: HUMAN SETTLEMENTS AND BUILDING CONTROL

TASK GRADE : T 17

(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)

SALARY NOTCH : R 625 908 per annum

SALARY SCALE : (R 625 908 pa – R 812 489 pa)

CLOSING DATE : FRIDAY, 26 FEBRUARY 2021 @ 12:00 PM

REF NO : PN 05/2021

REQUIREMENTS

- Grade 12 Certificate
- Bachelor Degree in Human Settlements Management or BTech Degree in Town and Regional Planning /Architecture / Construction Management / Civil Engineering or equivalent qualification;
- Three (3) years' minimum work-related experience;
- Computer Literacy;
- Valid Code B Driver's Licence
- Project management certificate or diploma; Registration as a Professional Planner in accordance with the Planning Profession Act, 2000 (Act No.5 of 2000) and Registration as Professional Architecture with the South African Council of Architectural Profession will be an added advantage.

KEY PERFORMANCE AREAS

- Management of both housing subsidy and beneficiary waiting lists and the implementation of housing programmes
- Oversee all new construction and renovation to make sure the community's housing is up to code
- Prepare applications for various housing programs

Executive Committee

Cllr TP Mdlalose(Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr LB Magwaza (Speaker) Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



- Monitor and control all informal settlements and take the necessary steps to prevent land invasion within the area of jurisdiction of the Municipality;
- Undertake and promote liaison and communication with local communities with a view to obtain understanding and co-operation regarding the prevention of land invasion
- Attend to housing project steering committee and technical committee meetings on behalf of the Council
- Produce housing delivery monthly reports for management and Council structures
- Studies housing practices, determination of needs and considers suitable and feasible alternatives
- Negotiates with community, interested and affected parties during initial planning stages
- Handles correspondence and enquiries on applications, disputes and complaints;
- Manage and control all informal settlements in accordance with provisions of the Policy
- Providing clients, architects, engineers and contractors with advice on the building regulations during the design and development of a building project
- Coordinates tasks/activities associated with the implementation of procedures and, monitors compliance with standards and specifications with regards to new building, additions, and renovations to existing structures
- Checking and commenting on proposals for compliance with the building regulations
- Assessing damaged buildings and approving demolition.
- Supervises staff members
- Controls performance of staff and evaluates personnel
- Maintains discipline in section and institutes disciplinary actions; Controls purchases and requisitions for section

BENEFITS:

All standard Municipal Fringe benefits which inter-alia includes a Housing Subsidy, Medical Aid, Transport Allowance, Cellphone allowance and Pension fund would be applicable to the above post


DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Manager: Human Resource and Council Support; Tel: (032) 456 8200. **Please forward your application form and full CV with**



photocopies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered. If you do not hear from us within 30 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply.


SG KHUZWAYO
MUNICIPAL MANAGER
DATE: 10/02/2021