



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 : BUILDING AND HOUSING CO-ORDINATOR
(PERMANENT APPOINTMENT)**

TASK GRADE : T 9

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

SALARY NOTCH : R 229 458 per annum

SALARY SCALE : (R 229 458 pa - R 297 858 pa)

CLOSING DATE : WEDNESDAY, 31 JULY 2024 @ 12:00 PM

REF NO : PN 62/2024

MINIMUM REQUIREMENTS:

- Gade 12
- National Diploma in Housing or Building Environment / Bachelor of Administration in Human Settlement or relevant National Diploma
- 2 years' relevant experience
- Valid code 8 driver's licence

KNOWLEDGE, SKILLS & COMPETENCIES:

- Able to assist with the reporting of contraventions in terms of the National Building Regulations and Building Standards Act.
- Able to prepare site inspection reports in respect of unauthorized building work for legal notices.
- Ability of focus on the customer and provide a high-quality service that is tailored to meet differing needs in the communities served.
- Understands and follows municipal policies and legislation.
- Ability to manage multiple tasks, prioritize responsibilities, and meet deadlines efficiently



Key Performance Areas

- Draft and maintain the electronic register of building plans submitted.
- Maintaining and controlling the filing system for approved and outstanding building using laid down procedures to facilitate access and retrieval.
- Attending to and resolving queries relating to housing issues both telephonically and visits by the public.
- Rendering Housing Consumer Education to housing beneficiaries.
- Facilitate signing of building plan referral and approval letters by Manager Human Settlements and Building Control.
- Ensuring that building plans are filed in an orderly form per dates of approval.
- Maintaining information on the housing database and monitoring and updating regularly.
- Maintaining municipal title deeds collection register and provide monthly reporting thereof
- Attend and co-ordinate meetings/ forums in the section, department, site visit meetings and Human Settlement meetings

BENEFITS:

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


DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Manager HR and Administration; tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from Mandeni Municipal Website 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. Certified copies of certificate will be submitted by the shortlisted candidates.** 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. Mandeni residents will be given first preference.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials



concerned is allowed as that may lead to the automatic disqualification of the candidate.


SG KHUZWAYO
MUNICIPAL MANAGER
DATE: 16/07/2024