



## VACANCIES

The KwaDukuza Municipality situated on the KwaZulu Natal North Coast, seeks to fill the following positions and accordingly invites applications from suitably qualified and experienced applicants for appointment to the position as indicated. **Please note that the post title and post identification number (KDM.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's licence where applicable.** Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

**Applicants for posts affected by the National Treasury Minimum Competency Regulations, 2007 will be required to obtain those competencies within 18 months from the date of commencement.**

### ECONOMIC DEVELOPMENT AND PLANNING BUSINESS UNIT

**KZ292 EDPC005: TOWN PLANNER (TASK GRADE 14: R 369 615.24 – R 436 353.16 p.a.) Plus Locomotion allowance & Cell-phone allowance in terms of Council's policy.**

**Requirements:** A relevant tertiary qualification in Town and Regional Planning. Registered as a Professional or Technical Planner with the South African Council for Planners (SACPLAN); Minimum 4+ years post qualification experience; Computer literate (MS Word & Excel); Code B/08 driver's license.

**Duties:** Manages the key performance areas associated with the Developmental Control functionality, aligning functional requirements against objectives, controlling critical developmental planning phases, monitoring project related outcomes, assessing statutory applications for conformance to the Town Planning Scheme and Ordinance and, providing comments, opinions and/ or explanations on functional outputs and professional principles to support and guide decision making processes; Identifies, defines, aligns and implements key requirements associated with the Developmental Planning functionality; Enforces provisions of the Town Planning Scheme, Town Planning Ordinance, the Spatial Planning and Land Use Management Act, 2013 (SPLUMA) & its Regulations, relevant Provincial Legislation and Municipal SPLUMA Bylaws; Disseminates strategic, functional and operational information on the immediate, short and long term objectives and, current developments, problems and constraints. Performs specific administrative tasks/ activities associated with the updating and maintaining records/ information of work in progress and completed works; Contributes to the departmental, Section and Sub-section (Unit) Performance Management Plan.

**KZ292 EDPC001: SENIOR MANAGER: DEVELOPMENT CONTROL (TASK GRADE 16: R 479 776.80 – R 622 790.28 p.a) Plus Locomotion allowance & Cell-phone allowance in terms of Council's policy.**

**Requirements:** Degree in Town and Regional Planning (NQF7), Knowledge of relevant legislation & ordinances, municipal procedures, as well as systems and how they are related to external organisations.

Registration with the South African Council for Town and Regional Planners as Professional / Technical Town and Regional Planner; Minimum 5 years relevant experience including minimum 2 years in management position or supervision of subordinates.

**Duties:** Manages the key performance areas associated with the Developmental Control functionality, aligning functional requirements against objectives, controlling critical developmental planning phases, monitoring project related outcomes, assessing place naming/ street (re) naming applications for conformance with Council policies, assessing statutory applications for conformance and, providing comments, opinions and/ or explanations on functional outputs and professional principles to support and guide decision making processes.

Administration of the SPLUMA and all applicable Municipal bylaws in respect of properties, buildings and structures by ensuring their implementation; Manage and controls tasks/ activities associated with controlling personnel performance, productivity and discipline; Contributes to the preparation of the Section's capital and operating estimates; controls expenditure against the approved budget allocations and cash flows; Identifies, defines, aligns and implements key requirements associated with the Developmental Planning functionality; Manages the processes to regularize or terminate unauthorized building development and land uses; Manage the establishment and implementation of an effective street numbering, place naming/ renaming streets and public places applications and approval system; Manage tasks and activities associated with the Municipality's Municipal Planning Authorised Officer, as a member of the Municipal Planning Tribunal; Ensuring that immediate subordinates perform specific administrative tasks/ activities associated with the updating and maintaining records/ information of work in progress and completed works; Participate in tasks and activities associated with related legal matters.; Managing planning and development related projects.

**KZ292 EDPS007: DEVELOPMENT ADMINISTRATOR: (TASK GRADE 12: R 291 576.60 -R 378 486.48 p. a) Plus Locomotion and cell- phone allowance in terms of Council's policy.**

Requirements: 3-year National Diploma/Degree (Preferred) in Town Planning & Regional Planning / Development Studies; Minimum 2-3 years' relevant experience; computer literate (MS Word & Excel); Code EB/C1 driver's license; Candidate must possess relevant skills including planning & coordinating skills, communication & project management skills; Registration or eligible for registration as Professional /Technical Planner with South African Council for Town and Regional Planners

Duties: Performs tasks/ activities associated with co-ordinating the logistical and procedural requirements for Municipal Planning Tribunal Meetings, responsible for the provision of secretarial support through performing related administrative sequences in order for the Municipal Planning Tribunal meetings and public hearings to sit in conformance with applicable statutes; Manages the key performance areas associated with the Spatial Planning functionality; aligning functional requirements against objectives; controlling critical developmental planning phases; monitoring project related outcomes; assessing statutory applications for conformance to the Spatial Planning and Land Use Management Act, Municipal Bylaws and relevant legislation by providing comments, opinions and/ or explanations on functional outputs and professional principles to support and guide decision making processes; Identifies, defines, aligns and implements key requirements associated with the Developmental Planning functionality; Processes, assesses and resolves development

applications, submitted in terms of any legislation, for both Council owned and privately owned land (including (Re)Zoning of land, Land Use Scheme Amendments, Subdivisions, Boundary Adjustments, in principle development proposals, Housing estates/ Township Establishment, Need and Desirability applications, Cancellation of servitudes, De-proclamation of public roads/places, Expropriations and acquisition of land, Removal of Restrictive title Deed condition); Assist with the preparation, implementation, monitoring and review of the Land Use Management System; Assist senior management with undertaking research and policy formulation with regard to planning and development matters.; Assist senior management with managing planning and development related projects; Co-ordinates specific logistical and procedural requirements associated with the Municipal Planning Tribunal (MPT) meetings; Disseminates strategic, functional and operational information on the immediate, short and long term objectives and, current developments, problems and constraints; Maintains awareness and knowledge of planning and development trends, policies and legislation at the local, provincial, national and international level; Provides technical information, advice and guidance to all stakeholders, including other spheres of government and civil society; Performs specific administrative tasks/ activities associated with the updating and maintaining records/ information of work in progress and completed work; Contributes to the departmental, Section and Sub-section (Unit) Performance Management Plan.

**PLEASE NOTE:**

1. Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality P. O. Box 72, KwaDukuza, 4450 for attention the Human Resources Department, and may be posted or hand delivered. (Note that hand delivered applications must be handed to the H.R. Officer, OK MALL BUILDING, 34 Chief Albert Luthuli Street, KwaDukuza).**
2. For enquiries please contact **032 437 5153/5142**
3. The Closing date and time is **MONDAY 29 APRIL 2019 at 12H00.**No hand delivered applications will be accepted after the closing date and time.
4. Please DO NOT fax or e-mail applications. Please also DO NOT submit applications on Z 83 forms. Please **NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE**  
([www.kwadukuzamunicipality.gov.za](http://www.kwadukuzamunicipality.gov.za))

KwaDukuza Municipality adheres to the National Employment Equity Strategy. Post levels are subject to conversion according to the TASK Job Evaluation system. Further communication will only be with shortlisted candidates, such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months of the closing date may consider their applications unsuccessful. Council reserves the right not to appoint. Canvassing to Councilors in form of gifts is prohibited.

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**N. J. MDAKANE**  
**MUNICIPAL MANAGER**  
**DATE: 15/04/2019**  
**MN: 70/2019**

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Publication:  
Provincial Paper: Ilanga  
All Municipal Notice Boards AND Council Website  
YAC