

VACANCIES

ECONOMIC DEVELOPMENT AND PLANNING BUSINESS UNIT



The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons who meet the requirements as indicated. Please note that the post title and post identification number (KZ292.) 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.

Post Title	PLANS EXAMINER
Business Unit	ECONOMIC DEVELOPMENT AND PLANNING
Reference	KZ292EDPB006
Task Grade	(TASK GRADE 09 - R 217 614,84 - R 282 467,52 p.a plus locomotion allowance and cell phone allowance as per council policy)
Notice number	MN: 24/2022
Minimum Competence Requirements	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.
Requirements	<p>An appropriate NQF6 in one of the building construction disciplines, Computer literate (MS Office Applications), Minimum 2 years post qualification relevant working experience ;Code EB/08 driver's license.</p> <p>Knowledge & skills: Knowledge of relevant Legislation (e.g. national Building Regulations and Building act of 1977, NBR SANS 10400), Local Government Processes, related acts and bylaws; Communication.</p>
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> BUILDING PLAN ASSESSMENT AND APPROVALS: Checks and verifies design details and construction specifications detailed on building plans conforms with regulations prior to recommendation for approval, by ensuring compliance in terms of the National Building Regulations and Building Standard Act, the South African Bureau of Standards 0400 and 0401 Code of Practice, SANS 10400 or any other applicable legislation pertaining to a building development proposal; ensuring compliance with Building By-laws and other relevant bylaws or legislation including archived history; assist the Building Control Section with assessment of SPLUMA related applications to ensure that the application is in line with requirements of the national building regulations; calculation and Issuing of plan fee quotes and invoices; determining the age of existing structures, and processing the application in terms of the KwaZulu-Natal Heritage Act; inspecting archived records, plans and documentation of previously approved applications, to ensure correctness, and to ensure the regularization of any unauthorized construction or alterations; circulating applications to the relevant municipal departments and service providers for comment and advice and assessing the comments offered; ensuring that applications for demolition or conversion are directed to the appropriate Provincial and Local bodies for consideration and comment prior to authorization; assisting with the preparing comments for the Senior Plans Examiner and Building Control Officer on properties where court interdicts are being considered; assessing the application in terms of the National Building Regulation and Building Standards Act, and relevant regulations/ policies and provide a recommendation to the Building Control Officer and Authorised Official / Council determining if non-compliance has been rectified; forwarding the plan to the relevant departments for further examining and approval/ comment; and authorizing the substitution or added sheets to a set of plans. <input type="checkbox"/> Have a working understanding of related Acts, regulations, Codes of Practice and bylaws to ensure compliance with the following legislation but not limited to the National Building Regulations and Standards Act no. 103 of 1977 and SANS 10400, the South African Bureau of Standards 0400, 0401 and 082 code of practice, etc; <input type="checkbox"/> Develops a greater understanding of the proposal by conducting on-site inspections, where appropriate, to assess the feasibility and practicality thereof; visually surveying and considering the proposals in relation to site conditions, development
Post Title	ENFORCEMENT SPECIALIST- BUILDING CONTROL
Business Unit	ECONOMIC DEVELOPMENT AND PLANNING
Reference	KZ292 EDPE008
Task Grade	(TASK GRADE 13 - R 384 467,04 - R 499 062,36 p.a plus locomotion allowance and cell phone allowance as per council policy)
Requirements	<p>A relevant tertiary qualification in the Built Environment (Town Planning, Architecture; etc) at an NQF6 level.</p> <p>Peace officers Certificate. Must be eligible for appointment as a Peace Officer (No Criminal record) . Must be registered or be eligible for registration with the relevant Professional body (SACAP/SACPLAN, Etc) disciplines, Computer literate (MS Office Applications), Minimum 3 years post qualification experience in the Building Control discipline. Persons with experience in litigation, investigations, collection and analysis of information with be given preference ;Code B/08 driver's license.</p> <p>Knowledge & skills: Knowledge of relevant NBR Act, SPLUMA, Criminal Procedures Act, Legislation, Local Government Processes, Policies, Bylaws, Land-use schemes, other applicable provincial and national regulations, Communication, investigation, negotiations, problem solving skills, report writing skills</p>
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Monitoring the compliance of development and use of the natural and built environment without fear or favour and to ensure that Council's revenue streams are protected. <input type="checkbox"/> Attend and formulate strategies/plan of action to deal with matters/cases that has been referred to Development Enforcement by the Development Planning Directorate. <input type="checkbox"/> Investigates complaints and queries, analyse evidence collected, prepare for prosecution regarding unauthorised building development and unauthorised use of the natural and built environments, whether public or private. <input type="checkbox"/> Initiate the process of identifying and recommending derelict and abandoned buildings to be declared as problem buildings in terms of Problem Building Bylaws. <input type="checkbox"/> Monitor the implementation of remedial action taken by owners of problem buildings. <input type="checkbox"/> Identity, assess and recommend properties who must be considered for Illegal Rating Coding and further monitor remedial action taken by the owners. <input type="checkbox"/> Be able to deal with complex legal matters and habitual offenders to protect Council's interest. <input type="checkbox"/> Assist the Director in coordinating specialized and integrated enforcement operations related to the EDP Bylaws and policies. <input type="checkbox"/> Provide technical advisory services to complex building control compliance matters, with the aim of ensuring enforcement that will deter the repeat of non-compliance. <input type="checkbox"/> Monitor the buildings and properties that are managed and owned by habitual offenders. <input type="checkbox"/> Able to prepare and guide any municipal officials who are called to testify on any matter related to building control by the Magistrate or Municipal Court <input type="checkbox"/> Must have experience and exposure in formulating charges / statements/legal matters and be able to prosecute offenders in a Magistrate court or Municipal Court. <input type="checkbox"/> Must take a lead role in ensuring adequate public awareness of the municipal Bylaws, which to include attending public meetings.
Post Title	MANAGER : LED & TOURISM
Reference	KZ292EDPL003
Task Grade	(TASK GRADE 15 - R 499 062,36 -R 647 815,56 p.a plus locomotion allowance and cell phone allowance as per council policy)
Requirements	<p>An appropriate B-Degree in Local Economic Development/ Tourism/ Economics/ Development Studies/ Business Management/ Heritage Management/ Community Development or equivalent, Computer literate (MS Office Applications), Minimum of 5 years in the local economic development or developmental local government, as a practitioner. Supervisory or managerial experience will be an added advantage ; Driver's License Code 8 or equivalent. Eligible to register as the Peace Officer.</p> <p>Knowledge & skills: Good project management, broader understanding of government economic policies and relevant legislation i.e. Business Act 71 of 1991, National Small Business Act, Tourism Act, Key knowledge of partnership formation and resource mobilisation for development projects. Strong knowledge and understanding of entrepreneurship development and economic sectors that are key drivers of local economy, Communication, report writing, facilitation, leadership, negotiations, group dynamics and problem solving skills</p>
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Initiating, formulating and implementation of the economic sector based programmes and plans which contribute into economic transformation and development, <input type="checkbox"/> Identifying/adapting/developing appropriate tools/ programmes for micro and SMME businesses support, with emphasizes to cooperatives, women and youth owned enterprises, <input type="checkbox"/> Providing technical support to beneficiaries and potential beneficiaries of the LED projects and interventions. <input type="checkbox"/> Effective management of business regulatory functions for both formal and informal sector. <input type="checkbox"/> Act as the head and authorised officer of KwaDukuza Business Licensing Authority. <input type="checkbox"/> Preparing project/programme funding proposals or business plan for the purpose of soliciting funding for the municipal - driven LED projects. <input type="checkbox"/> Facilitating and managing business-to-business linkages programme. <input type="checkbox"/> Ensure effective and efficient marketing of KwaDukuza Municipality as the preferred destination of choice for investors and tourists. <input type="checkbox"/> Identify, develop, and produce marketing collateral for this investment and tourism destination. <input type="checkbox"/> Promote tourism national and international. <input type="checkbox"/> Ensure effective and efficient management of KwaDukuza Museum. <input type="checkbox"/> Identify, managing and preserving heritage assets in consultation with the relevant heritage authorities. <input type="checkbox"/> Facilitate tourism development and transformation. <input type="checkbox"/> Conducts relevant research for all functions under this unit, in order to develop, review and amend any existing policies or strategy or plan. <input type="checkbox"/> Ensure functional synergy between tourism, heritage, business licensing and local economic development activities. <input type="checkbox"/> Manage stakeholders relationship and engagements associated
Post Title	DEVELOPMENT ASSESSMENT AND INFORMATION AND OFFICER
Reference	KZ292EDPC004
Task Grade	(TASK GRADE 12 R 341 484,96 -R 443 271,00 p.a plus locomotion allowance and cell phone allowance as per council policy)
Requirements	<p>National Diploma/ Degree in Town & Regional Planning from a recognised institution, Computer literate (MS Office Applications), A minimum of 2 years post qualification working experience in an environment that offers experience to assess development and building plans, including those of a large scale and complex nature, and economically significant projects. Good communication and customer interface experience; Code EB 08, Eligible for registration as a Professional/Technical planner with the SA Council for Town and Regional Planners.</p> <p>Knowledge & skills: Knowledge of relevant Legislation, Local Government Processes, Integrated Development Plan, Spatial Development Framework, Policies, bylaws, land use schemes, other applicable provincial and national regulations, Communication, Financial, computer literate, problem solving skills, Analytical, Good communication and customer interface problem solving skills, writing skills</p>
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Enquiries and advice to public: Responsible for communication with applicants, Council Officials and Departments and members of the public with respect to development applications (e.g. consent , relaxation, building plan applications, etc.) for the Development Control functionality by providing general technical advice to developers, Town Planners and other professional and the public regarding the Town Planning Scheme and other relevant Acts, codes of practice, Policy and municipal bylaws; providing professional opinion to general, specific and technical queries relating to development applications in person and telephonically; advising public on submission and approval processes and procedures in terms of relevant legislation and minimum, and other standards required for submission and approval; ensuring that unnecessary circulation and refusal of applications is eliminated through effective communication and technical advice; maintain departmental policy and etiquette with respect of telephonic, verbal and written communication with individuals and organisations is adhered to and maintained; assessing and referring problematic or contentious issues to the departmental management; maintaining professional interpersonal relations with all individuals who regularly or occasionally conduct across the counter business with the department; resolving complaints raised by public and advising on how resolved and recommending and implement remedial measures; and assisting with public enquiries where there are complications. <input type="checkbox"/> Customer service: Coordinating a customer friendly, focused service by providing advice to customers on accessing information from the computer and on the progress of the strategic applications; providing an online service and informing the public on accessing the electronic information, this to foster relations and promote the public/private relationships. <input type="checkbox"/> Compliance with legislation: Maintains a consistent interpretation of the Regulations, scheme, other relevant acts, codes of practice, policies and bylaws by applying all relevant legislation to ensure consistent interpretation and compliance with legislation. <input type="checkbox"/> Inter-department liaison: Understands various council department functions, processes, policies and procedures by: Establishing and maintaining links with relevant departments in order to provide an integrated council wide directory of information and services.
Post Title	BUSINESS LICENSE OFFICER
Reference	KZ292EDPL011
Task Grade	(TASK GRADE 12 R 341 484,96 -R 443 271,00 p.a plus cell phone allowance as per council policy)
Requirements	<p>An appropriate National Diploma or Degree in Public Administration /Management or Community Development or Local economic development or equivalent. Eligible to register as Peace Officer ;A minimum of Minimum of 2 years in the regulatory/compliance administration environment within local government sector; Code EB 08.</p> <p>Knowledge & skills: Broader knowledge of the Business Act 71 of 1991, and extensive exposure in the licensing function or regulatory environment. Understanding of enforcement processes including issuing of fines, where necessary, Communication, report writing, presentation, administrative and problem solving skills.</p>
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Perform all day-to-day administrative work of receiving, processing and issuing licences. <input type="checkbox"/> To formulate, manage and continually improve licensing administrative systems, processes and procedures on the on-going basis. <input type="checkbox"/> Responsible for validating, processing and making recommendations on business licensing applications and where appropriate undertake consultation and mediation, <input type="checkbox"/> Provide advice and information to applicants, licensees, businesses, public and other government/municipal officials relating to the business licensing function and processes. <input type="checkbox"/> Ensuring that all licensing fees are collected and recorded in an efficient and effective manner. <input type="checkbox"/> To carry out enforcement and licensing inspections of business premises and other licensee trading areas. <input type="checkbox"/> To investigate, respond to and action complaints and service requests in relation to all aspects of business licensing. <input type="checkbox"/> Responsible for liaising with all internal and external officials who are responsible to provide comments or assess business license applications, in order to comply with prescribed decision making time frames by the Business Act 71 of 1991. <input type="checkbox"/> Prepare and produce monthly reports and statistics for submission to the relevant council committee. <input type="checkbox"/> Represent council on external forums, which deal with business licenses. <input type="checkbox"/> Act as the liaison person with both KZN Liquor Authority and Gambling Board regarding business licenses affecting prospective and current licensees issued by this two bodies.

PLEASE NOTE:

- 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 HR Officer, 34 Chief Albert Luthuli Street **OK MALL BUILDING** KwaDukuza) For enquiries Please call **032 437 5142/ 5153**.
- The Closing date and time is , **24 February 2022 at 12H00. No** applications will be accepted after the closing date and time.
- 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 KWAIDUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE (www.kwadukuza.gov.za)**
- KwaDukuza Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets of the municipality.
- 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 any candidate to this post or to make required adjustments.
- Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants..