

VACANCIES ADVERTISEMENT

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.

PLEASE NOTE THAT APPLICANTS FOR POSTS BELOW TASK GRADE 11 ARE REQUIRED TO ATTACH THE PREFERRED EMPLOYMENT OPPORTUNITY FORM OBTAINABLE FROM KDM HUMAN RESOURCES WHICH MUST BE SIGNED BY A WARD COUNCILLOR, AS PREFERENCE WILL BE GIVEN TO LOCAL RESIDENTS.

Post Title	PLANS EXAMINER
Business Unit	ECONOMIC DEVELOPMENT AND PLANNING
Reference	KZ292EDPB006
Task Grade	T9:R 228 277.92 - R 296 308.44 p.a plus locomotion allowance and cell phone allowance as per council policy.
Notice number	MN:258/2022
Requirements	<p>A Gr.12 , An National Diploma in Architecture or in one of the building construction disciplines relevant to the post at an NQF level 6, Minimum 2 years post qualification relevant working experience (which entails the application of the National Building Regulations and The Building Standards Act), Computer literate (MS Office Applications), Code EB (08) driver's licence</p> <p>Knowledge of relevant Legislation (e.g. national Building Regulations and Building act of 1977, NBR SANS 1 0400), Local Government Processes, related acts and bylaws.</p>
Duties	<p>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 Bylaws 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.</p> <p>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;</p> <p>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 surrounding the proposal, and the impact of such development thereon; and measuring buildings where discrepancies exist to ascertain the accuracy of information supplied on plans, to assist building inspectorate with completion inspections to ensure developments are in compliance with approved plans, to inform the relevant departments where contraventions have been noted, liaising with the other departments and related bodies concerning building applications in order to expedite their approval;</p> <p>Support the management of information by maintaining plans, registers and records, capturing and maintaining correct data on the tracking and document management systems; collating, compiling and analyzing research data; notifying the Senior Plans Examiner and/ or Senior Administration Officer of any required changes/updates responding to relevant emails, faxes and correspondences and; assisting with the generation, collection, collation of information for statistical reporting purposes and reporting statistical information;</p> <p>Assist the Building Control Officer and/or Authorised Official by determining the suitability of granting permission to commence early with building works prior to plan approval; informing applicant, agents, developers on the outcome of their applications for early commencement; informing building inspectorate and other relevant department, sections on approval of early commencement applications.</p> <p>Checks and verifies design details and construction specifications detailed on building plans conforms with regulations prior to recommendation for approval. Have a understanding of related acts, regulations, codes of practice and bylaws to ensure compliance.</p> <p>Co-ordinates tasks associated with the implementation of procedures, monitors compliance with standards and specifications with regards to new buildings, additions and renovations to existing structure.</p> <p>Assists with building plans objections and section 7 appeals. Liaises with members of the public and developers.</p> <p>Assist the Building Control Officer with applications for early commencement. Performs admin and reporting tasks.</p>

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 dropped off into the Box situated at 34 Chief Albert Luthuli Street **OK MALL BUILDING** KwaDukuza, For enquiries Please call **032 437 5142/ 5153**.
- The Closing date and time is **Wednesday, 21 December 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 KWADUKUZA 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.