



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified candidates. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area.

POSITION: SENIOR BUILDING INSPECTOR
DIRECTORATE: PLANNING & DEVELOPMENT
DIVISION: PLANNING & BUILDING CONTROL
SECTION: BUILDING CONTROL
BASIC SALARY: (T11) R 339 214.44 – R 440 333.39 + MUNICIPAL BENEFITS
REF NO.: Notice: 157 of 2025

QUALIFICATIONS AND EXPERIENCE: • A relevant National Diploma (NQF6) qualification as stipulated in the national building regulations • 5 – 8 years' building industry experience • Eligibility to be registered as a Peace Officer will be an added advantage.

REQUIREMENTS AND SKILLS: Code B Driver's license • Proficiency in at least two of the official languages of the Western Cape (read, write and speak) • Computer Literate (MS Applications) • Applied knowledge of the National Building Regulations and Building Standards Act, No 103 of 1977 • Demonstrated technical and operational understanding of the Building Control functions including the technical natures of the Tracking Systems • Applied knowledge of law regulations and policies relating to Land Use Management and the Building Control functions • Excellent analytic skills • High level of responsibility and confidentiality • Ability to give attention to detail; • Ability to deal with conflict • Good human relations, interpersonal and communication skills • Ability to work under pressure.

FUNCTIONS & RESPONSIBILITIES: • Coordinate sequences associated with monitoring compliance with standards, procedures, regulations and specifications in terms of National Building Regulations and SABS Codes of practice • Assess building plans for compliance with prescribed requirements • Perform building and drainage inspections • Perform illegal building inspections • Perform physical inspection of foundation, roofs and sewage infrastructure to ensure building activities are according to approved plans • Ensure repairs and renovations are completed within specific timeframes and the workmanship conforms to laid down standards of quality • Perform preliminary town planning checks • Verifying building line compliance • Prepare plans and documentation for approval meetings • Partake in plans approval meetings to ensure the effective and efficient approval of plans • Obtain relevant property information • Handle the preparation of all statistics, rates and property transfer clearances • Verify compliance in terms of approved plans and NBR and certification of these with regard to; foundation, floor slab, roof, drains and final completion • Monitoring compliance with administrative and reporting requirements and activates specific sequences / provide direction to contractors / departmental teams on resolution of referred problems associated with inaccurate data or information hindering processing in related departments • Perform specific administrative tasks / activities associated with the updating and maintaining records / information of work in progress and completed works.

COMPETENCIES REQUIRED

CORE COMPETENCIES:

- **Building Development Control:** Ability to pre-empt or respond to safety and security problems in the development of a building / or buildings.
- **Building Inspectorate Customer Centricity:** Ability of focus on the customer and provide a high-quality service that is tailored to meet differing needs in the communities served.
- **Legal Administration:** Gathers information from a range of sources and analyses data to identify problems and issues in order to make effective decisions.
- **Negotiation and Influencing:** Ability to persuade and influence others using logic and sell solutions that will be accepted.
- **Ethics and Professionalism:** The ability to identify and deal with ethical issues and conflicts of interest.

FUNCTIONAL COMPETENCIES:

- **Organisational Awareness:** The ability to understand the key drivers in the sector and the municipality and apply this understanding to meet the service delivery objectives and challenges.
- **Problem Solving:** Gathers information from a range of sources and analyses data to identify problems and issues in order to make effective decisions.
- **Planning and Organising:** The ability to plan activities within specific timeframes and then to execute these activities according to plan.
- **Information Management:** The gathering and analysis of data, in order to conclude thereon.

PUBLIC SERVICE ORIENTATION COMPETENCIES:

- **Service Delivery Orientation:** The ability to improve existing and explore and implement new ways of delivering services that contribute to the improvement of Municipal processes in order to achieve Municipal goals.

- **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside the Municipality.
- **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.

PERSONAL COMPETENCIES:

- **Action and Outcome Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable.
- **Resilience:** The ability to respond constructively to pressure / stress situations and the ability to persist with goals despite obstacles and setbacks.
- **Change Readiness:** The ability to innovate and challenge the status quo and the ability to cope with change driven by others.
- **Learning Orientation:** The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.
- **Accountability and Ethical Conduct:** Ability to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the public service and to adhere to codes of good corporate governance.

MANAGEMENT / LEADERSHIP COMPETENCIES:

- **Direction Setting:** The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals.
- **Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence others effectively.
- **Coaching and Mentoring:** The ability to assess skills, performance and potential of subordinates and to encourage their development with the view of optimizing their talent.
- **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamic and apply appropriate facilitation techniques in working with others to achieve a shared goal.

Work related enquiries can be directed to Mr. L Gericke lgericke@plett.gov.za or on tel: 044 501 3313.

For general enquiries contact Mrs. V Cunningham or Ms. L Clark on telephone no: 044 501 3418.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted, and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

Please take note:

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (**Compulsory**)
3. **LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

M MEMANI

MUNICIPAL MANAGER

CLOSING DATE: 08 May 2025 @ 14H00 PM

*If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful
Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled*