

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment, invites persons to apply for the undermentioned vacancy

BUILDING PLANS EXAMINER **BUILDING DEVELOPMENT** **(PLANNING & ECONOMIC DEVELOPMENT)**

MOSSEL BAY

APPLICANTS RESIDING WITHIN THE WESTERN CAPE MAY RECEIVE PREFERENCE

PERMANENT APPOINTMENT

In the event of any discrepancy arising from translation, the English version of the advertisement shall prevail.

ESSENTIAL REQUIREMENTS

(Relevant proof / documentation and relevant completed application form must accompany application. No late submissions will be accepted)

- Relevant three-year tertiary qualification (minimum NQF Level 6) in the building environment (e.g. Architecture or Building)
- Valid Code B driver's license
- **Proof of own vehicle or proof of access to a private vehicle for inspections/duties to accompany application**
- Two years of Building Control experience (in local government) or similar architectural experience
- Proficient in at least two of the three official languages of the Western Cape
- Computer literate (MS Office applications)
- Proof of clean criminal record (not older than 6 months) and eligible to register as a Peace Officer (Law Enforcement Officer)
- Good knowledge of the National Building Regulations
- Willing to work after-hours, should the need arise
- Able to work in inclement weather conditions
- Physically fit and healthy

COMPETENCIES REQUIRED

- Written communication • Oral communication • Problem solving • Examination of plans
- Planning and prioritization • Interpersonal relationships • Service delivery orientation
- Client orientation • Action orientation • Resilience • Change readiness • Learning orientation • Accountability and ethical conduct • Problem solving • Impact and influence
- Team orientation • Direction setting • Coaching and mentoring

KEY PERFORMANCE AREAS

- Scrutinize building plan applications to ensure compliance with the National Building Regulations
- Inspect properties for which building plan applications have been received and check the accuracy of the information contained therein
- Inspect building sites and operations and check for compliance with relevant legislation
- Report illegal building operations and/or structures
- Advise, assist, educate and liaise with developers, architectural professionals, engineers and the general public with regards to the requirements of the National Building Regulations and other relevant legislation, as well as the submission of building plans
- Handle complaints telephonically, in person, via e-mail or other correspondence
- Building Plan and general administration related to the function

SALARY SCALE:

All-inclusive total package of ±R467 876.86 – R592 487.53 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included. A monthly scarce skills allowance may be payable to qualifying employees as per the relevant policy.

BASIC SALARY:

R323 649.84 – R420 098.52 per annum (T10)

CLOSING DATE:

11 SEPTEMBER 2026

(No applications received after 13h00 will be accepted)

GENERAL:

- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- **Applications completed on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, may be hand-delivered to the Mossel Bay Municipality HR department (Old Power Station Building, Santos Beach, Mossel Bay).
- **For posts advertised internally and/or locally (within the boundaries of the Mossel Bay Municipality), only hardcopy applications will be accepted and indicated as such on the advertisement. In the event that the advert does not specify that only hardcopy applications will be accepted, electronic applications accompanied by the official application form and a comprehensive CV (preferably as one combined PDF document) may be e-mailed to admin@mosselbay.gov.za. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant.**
- Note that the relevant official application form must be completed in full. Failure to submit such completed application form and/or attach certified copies and other required documentation may lead to immediate disqualification.
- Certified copies (not older than 6 months) of Identity Document/Card, proof of qualifications and other required documentation must accompany the CV and application form.
- Candidates who qualify for pre-screening (practical assessments) may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- Candidates qualifying for pre-screening may be requested to provide the **original** certified copies of qualifications and other documentation.
- Successful applicants may be required to undergo a baseline/entry medical evaluation to determine whether he/she is fit for duty, and in such instance the employment will be subject to him/her being declared fit for such duty.
- Further details are obtainable from Ms N De Wet/Ms F Mpondo/Ms C Daniels at telephone number (044) - 6065000.
- If applicants are not contacted within 3 months of the closing date, it can be accepted that they were not successful.
- **The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998 as amended for the advancement of previously disadvantaged and disabled persons, and therefore encourages persons from these groups to apply.**
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the Municipality to, and accepted by, the applicant.***

MR. C PUREN
MUNICIPAL MANAGER

MOSELBAAI MUNISIPALITEIT
Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelyke indiensneming nooi persone
om vir die ondergemelde vakature aansoek te doen

BOUPLANNASIENER
BOU ONTWIKKELING
(BEPLANNING & EKONOMIESE ONTWIKKELING)
MOSELBAAI

AANSOEKERS WOONAGTIG IN DIE WES-KAAP MAG VORKEUR GENIET
PERMANENTE AANSTELLING

In die geval waar enige teenstrydigheid ten opsigte van vertaling voorkom, sal die Engelse weergawe van die advertensie geld.

NOODSAAKLIKE VEREISTES

(Verwante bewys / dokumentasie en verwante voltooide aansoekvorm moet aansoek vergesel. Geen laat indienings sal aanvaar word nie)

- Verwante drie jaar tersiêre kwalifikasie (minimum NKR Vlak 6) in die bou-omgewing (bv. Argitektuur of Konstruksie)
- Geldige Kode B Bestuurderslisensie
- **Bewys van eie voertuig of bewys van toegang tot 'n privaat voertuig vir inspeksies/pligte moet aansoek vergesel**
- Twee jaar Boubeheer ondervinding (in Plaaslike regering) of soortgelyke argitektoniese ondervinding
- Vlot in ten minste twee van die drie amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- Bewys van skoon kriminele rekord (nie ouer as 6 maande nie) en kwalifiseer om te registreer as 'n Vredesbeampte (Wetstoepassingsbeampte)
- Goeie kennis van die Nasionale Bouregulasies
- Bereid om na-ure te werk, indien nodig
- Vermoë om in ongunstige weerstoestande te werk
- Fisies fiks en gesond

VEREISTE BEVOEGDHEDE

Geskrewe kommunikasie • Mondelinge kommunikasie • Probleemoplossing • Inspeksie van planne • Beplanning en prioritisering • Interpersoonlike verhoudings
• Diensleweringsoriëntering • Kliënt-oriëntering • Aksie-oriëntasie • Veerkragtigheid
• Veranderingsgereedheid • Leer-oriëntasie • Verantwoordbaarheid en etiesegedrag
• Probleemoplossing • Impak en beïnvloeding • Span-oriëntasie • Rigtingstelling
• Opleiding en mentorskap

SLEUTEL PRESTASIEAREAS

- Nagaan van bouplan aansoeke om voldoening aan die Nasionale Bouregulasies te verseker
- Inspeksie van eiendomme waarvoor bouplan aansoeke ontvang is en nagaan van die akkuraatheid van die inligting daarin vervat
- Inspeksie van bouversele en bedrywighede om voldoening aan toepaslike wetgewing te kontroleer
- Rapporteer onwettige bou-aktiwiteite en/of strukture
- Adviseer, verleen bystand, opleiding en skakel met ontwikkelaars, argitektoniese vakkundiges, ingenieurs en die algemene publiek met betrekking tot die vereistes van die Nasionale Bouregulasies, asook die indiening van bouplanne
- Hanteer klagtes telefonies, persoonlik, via e-pos of ander korrespondensie
- Bouplan en algemene administrasie verwant aan die funksie

SALARISKAAL:

Alles-insluitende totale pakket van ±R467 876.86 – R592 487.53 per annum. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjek ingesluit. 'n maandelikse vaardigheidskaarsheidtoelaag mag betaalbaar wees aan kwalifiserende werknemers soos per die verwante beleid.

BASIESE SALARIS:

R323 649.84 – R420 098.52 per jaar (T10)

SLUITINGSDATUM: 11 SEPTEMBER 2026

(Aansoeke ontvang na 13h00 sal nie aanvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale webtuiste (www.mosselbay.gov.za) of elektronies beskikbaar vanaf die kontakpersone hieronder vermeld.
- **Voltooide aansoeke op die amptelike aansoekvorm en vergesel deur 'n omvattende CV**, wat as vertroulik beskou sal word, mag per hand afgelewer word aan die Mosselbaai Munisipaliteit se MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai).
- **Vir interne geadverteerde en/of plaaslike poste (binne die grense van die Mosselbaai Munisipaliteit), sal slegs hardekopie aansoeke en soos as sulks aangedui in die advertensie, aanvaar word. In die geval dat dit nie spesifiseer dat slegs hardekopie aansoeke aanvaar sal word nie, kan elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieslik as een gekombineerde PDF dokument) per e-pos gestuur word aan admin@mosselbay.gov.za.** Hierdie voorwaardes is verpligtend en **versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.**
- Neem kennis dat die verwante amptelike aansoekvorm volledig voltooi moet wees. Versuim om die volledige voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg, tot onmiddellike diskwalifikasie sal lei.
- Gesertifiseerde afskrifte (nie ouer as 6 maande nie) van Identiteitsdokument/Kaart, bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wat vir voorafkeuring kwalifiseer (praktiese assesserings) mag daaraan onderworpe wees om 'n teoretiese en/of 'n praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wie vir voorafkeuring kwalifiseer mag versoek word om die **oorspronklike** gesertifiseerde afskrifte van kwalifikasies en ander dokumentasie te voorsien.
- Suksesvolle aansoekers mag van vereis word om 'n basislyn/ingangs mediese evaluasie te ondergaan om vas te stel welke hy/sy geskik is vir diens en in dié geval sal die indiensneming onderworpe wees aan verklaarde geskiktheid.
- Verdere besonderhede is verkrygbaar by Me N de Wet, Me F Mpondo/Me C Daniels by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 3 maande na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- **Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone en moedig persone van hierdie groepe aan om aansoek te doen.**
- **Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie**

MNR. C PUREN
MUNISIPALE BESTUURDER

UMASIPALA WASEMOSEL BHAYI

UMasipala waseMossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo

UMHLOLI WEZICWANGCISO ZOKWAKHA **UPHUHLISO LWEZAKHIWO** **(UCWANGCISO NOPHUHLISO LOQQQOSHO)** **E-MOSSELBHAYI**

ABENZI-ZICELO ABAHLALA PHAKATHI ENTSHONA-KAPA BASENOKUQWALASELWA **KUQALA** **INGQESHO ESISIGXINA**

Kwimeko apho kukho khona ukungangqinelani kwinguqulelo yolwimi, inguqulelo yesiNgesi yiyo eyakudlala indima ephambili.

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu yesicelo egcwalisiweyo kufuneka zihambe nesicelo sakho, izicelo ezifunyenwe emva komhla wokuvala aziyi kwamkelwa)

- Isiqu esichaphazelekayo seMfundo ePhakamileyo yeminyaka emithathu (3) (ubuncinane uNQF iNqanaba 6) kwimisebenzi yokwakha (umz. Ukuyila/Ukuzoba okanye Ulwakhiwo)
- Iimpepha-mvume zokuqhuba zeNqanaba B
- **Ubungqina besithuthi esisesakho okanye ubungqina bokufikelela kwisithuthi sabucala ekwenzeni uhlobo / imisebenzi , kufuneka buhambe nesicelo sakho**
- Amava eminyaka emi-2 kuLawulo Lwezakhiwo (kurhulumente wasemakhaya) okanye amava angqamene nolwakhiwo
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulwazi lweNgqondo-mtshini (iKhompyutha) [linkqubo zika MS Office]
- Ubungqina bokuba akuzange ufunyaniswe unetyala lolwaphulo-mthetho (bungabi ngaphezu kweenyanga ezi-6 ubudala) kwaye ube ungakwazi ukubhaliswa njengeGosa Loxolo (iGosa Lonyanzeliso-Mthetho)
- Ulwazi olugqibeleleyo lweMigaqo yeZakhiwo Yesizwe
- Ube uzimisele ukusebenza emva kweeyure zomsebenzi, xa kunokubakho imfuneko
- Ube ungakwazi ukusebenza phantsi kweemeko ezimaxongo zezulu
- Ube womelele ngokwasemzimbeni kwaye ube sempilweni entle.

UBUCHULE BOGQIBELELO OBUYIMFUNO:

*Unxibelelwano ngendlela ebhaliweyo *Unxibelelwano ngentetho *Ukusombulula iingxaki
* Ukuvavanya/Ukuhlola izicwangciso *Ukucwangcisa kwanokuhlela izinto ngokungxamiseka kwazo *Ubudlelwane nabanye abantu *Uqhelwaniso nokunikezelwa kweenkonzo *Uqhelwaniso kunye nabathengi * Uqhelwaniso kunye neentshukumo zomsebenzi *Ukungalukuhleki
* Ukukulungela ukutshintsha *Ukuqhelana nokufunda * Ukuthabatha uxanduva kunye nesimilo esifanelekileyo *Uxinzelelo kunye nempembelelo *Ukuqhelana neqela lomsebenzi *Ukumisela izikhokelo * Ukuqeqesha kwanokufundisa.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuhlolisisa izicelo zezicwangciso zokwakha ngenjongo yokuqinisekisa ukuba iMigaqo yeSizwe Yezakhiwo iyathotyelwa
- Ukuhlola iindawo ezingeniselwe izicelo zezicwangciso zokwakha kwanokujonga ukuchaneka kweengcombolo eziqulathwe kuzo
- Ukuhlola iindawo ekwakhiwa kuzo nakwezo kusetyenzwa kuzo ngenjongo yokuqinisekisa ukuthotyelwa komthetho

- Ukwenza ingxelo ngemisebenzi yokwakha engekho mthethweni kunye/okanye nezakhiwo ezingekho mthethweni
- Ukucebisa, ukuncedisa, ukufundisa kwanokuthetha-thethana nabakhi, abayili-zakhiwo abagqibeleleyo, iNjineli kunye noluntu gabalala malunga neemfuno zeMigaqo yeSizwe yeZakhiwo kunye neminye imithetho echaphazelekayo, kwakunye nokungeniswa kwezicwangciso zokwakha
- Ukuqubisana nezikhalazo ngomnxeba, ubuqu, nge-imeyili okanye ngenye indlela yembalelwano
- Ukwenza imisebenzi yeZicwangciso Zokwakha kunye neminye imisebenzi yolawulo gabalala engqamene nalo msebenzi

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R467 876.86 – R592 487.53 ngonyaka.

Izibonelelo ezinjengoncedo lonyango, ingxowa-mali yepenshini, i-inshorensi yomqeshi, iBhonasi nayo ibandakanyiwe.

Isibonelelo senyanga xa kubandakanya izakhono ezinqabileyo singahlawulwa kubaqeshwa abachaphazelekayo xa kuyimfuneko.

UMVUZO OSISISEKO:

R323 649.84 – R420 098.52 ngonyaka(T10)

UMHLA WOKUVALA:

11 SEPTEMBER 2026

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- lifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha (www.mosselbay.gov.za) okanye ngendlela yobuchwepheshe kubantu boqhagamshelo abachazwe apha gezantsi.
- **Izicelo ezenziwe ngendlela ebhaliweyo kwifomu esesikweni nekhathshwa yiCV**, neyakuthatyathwa njengeyimfihlo, zingangeniswa ngesandla kwicandelo leNgqesho likaMasipala (HR) (kwisakhiwo esidala seSitishi Sombane, eSantos Beach, eMossel Bhayi).
- **Kwizicelo ezipapashwe ngaphakathi okanye kwalapha ekuhlaleni (phakathi kwemida kaMasipala wase Mossel Bhayi), kuphela zizicelo ezingeniswe ngesandla eziyakwamkelwa xa kuphawulwe njalo kwisipapasho. Kwiimeko apho isithuba singacacisanga khona ukuba ziikopi zoqobo kuphela eziyakwamkelwa xa kungeniswa izicelo, izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyili apha: admin@mosselbay.gov.za. Le miqathango isisinyanzelo kwaye ukuba uye wasilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo somenzi-sicelo.**
- Qwalasela ukuba le fomu isesikweni kufuneka igcwaliswe ngokupheleleyo. Ukungenisi le fomu ichaziweyo okanye ungancamathiseli iikopi eziqinisekisiweyo kunye namaxwebhu ayimfuneko, kuya kukhokelela ekukhatyweni kwesicelo sakho.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiweyo) okanye ubungqina beziqo zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.
- Abenzi-zicelo abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo (uvavanyo lokwenza umsebenzi ngezandla) basenokulindeleka ukuba benze uvavanyo ngentetho okanye uvavanyo olwenziwa ngezandla, kubandakanya uvavanyo lwezakhono zokuqhuba.
- Abenzi-zicelo abathe baphumelela ukuba benziwe basenokucelwa ukuba bangenise iikopi **zoqobo** eziqinisekisiweyo zeziqo zemfundo kunye namanye amaxwebhu ayimfuneko
- Abenzi-zicelo abathe baphumelela basenokucelwa ukuba benziwe uvavanyo lonyango ukuqinisekisa ukuba ingaba bakulungele na ukusebenza, ze kwiimeko enjalo kuyakuxhomekeka kuye umenzi-sicelo ukuba ingaba ukulungele ukusebenza kusinina.
- Iingombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNkskz F Mpondo / uNkskz C Daniels kule nombolo yomnxeba (044) – 6065000.
- Ukuba abenzi-zicelo abakhange baqhagamshelwe kwisithuba esiphakathi kweenyanga ezi-3 ukusukela kumhla wokuvala, bangathabatha ukuba izicelo zabo aziphumelelanga.
- **UMasipala wase Mossel Bhayi uzibophelele ekuthobeleni iimfuno zoMthetho weNgqesho Ngokulinganayo, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelekile kunye nabakhubazekileyo.**
- **Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.**

MNU C PUREN

UMPHATHI KAMASIPALA