



EKSTERNE ADVERTENSIE

**BEPLANNING EN GEMEENSKAPSDIENSTE
ADMINISTRATEUR: BOUBEHEER
BREDASDORP**

Vereistes:

- Graad 12 plus post matriek Sekretariele of Administrasie Sertifikaat
- Rekenaargeletterdheid: MS Office
- Kode B Bestuurderslisensie
- 5-8 jaar relevante ondervinding met toesighoudende ondervinding
- Ten minste 1 jaar ondervinding met Ovvio, Medewerker en/of enige ander Bouontwikkelingsagteware

Funksies:

- Berekening van ondersoekfooe vir nuwe aansoeke, oortredings en tekenverwante aangeleenthede.
- Koördinerende van inspeksieversoeke met die bouinspekteurs.
- Administratiewe pligte soos vereis deur die Bestuurder soos die samestelling van statistieke vir maandelikse verslag, die opstel van agendas, notule neem, ontvangs en sirkulasie van bouplan-aansoeke, die verkryging van kwotasies en die hantering van logistieke reëlings.
- Verkrygingverwante funksies soos die verkryging van toerusting, tenders en versoeke vir kwotasies.
- Skakeling met Argitekte, Ingenieurs, Kontrakteurs en Kliënte rakende hul aansoeke en deurlopende werk.
- Argivering en rekordhouding en administratiewe liassering.
- Skakeling met Erfenis Wes-Kaap en ander Huiseienaarsvereniging-liggame binne die Kaap Agulhas-streek
- Aandag aan detail rakende bouontwikkelingswerk en die omvang van werke.
- Om te verseker dat rekordhouding op datum is, hetsy dit elektronies of binne die kluis is.
- Volg en gee terugvoer oor onwettighede en aansoeke.

EXTERNAL ADVERTISEMENT

**PLANNING AND COMMUNITY SERVICES
ADMINISTRATOR: BUILDING CONTROL
BREDASDORP**

Requirements:

- Grade 12 plus post matric Secretarial or Administration Certificate
- Computer Literacy: MS Office
- Code B Driver's License
- 5-8 years' relevant experience with supervisory experience
- At least 1 year experience with Ovvio, Collaborator and/or any other Building Development Software

Functions:

- Calculation of scrutiny fees for new applications, contraventions and signage related matters.
- Coordinating inspection requests with the building inspectors.
- Administrative duties as required by the Manager such as compilation of statistics for monthly report, drafting agendas, taking minutes, receiving and circulating of building plan applications, obtaining quotations and handling logistical arrangements.
- Procurement related functions such as procuring equipment, tenders and requests for quotations.
- Liaising with Architects, Engineers, Contractors and Clients regarding their applications and ongoing work.
- Archiving and record keeping and administrative filing.
- Liaising with Heritage Western Cape and other Home Owners Association Bodies within the Cape Agulhas region.
- Attention to detail regarding Building development work and the scope of works.
- Ensuring record keeping is up to date be it electronic or within the safe.
- Following and providing feedback on illegalities and applications.

Aanbevelings:

- Tydbewus met groot klem op omkeertye
- Sober gewoontes en deeglik georganiseer
- Oop vir oortyd werk wanneer die situasie dit vereis
- Streng morele kompas en professionele gedrag
- Kommunikeer goed in ten minste twee van drie amptelike tale van die Wes-Kaap
- Goeie mensevaardighede en die vermoë om 'n situasie te de-eskaleer
- Diensleweringsgedrewe
- Rudimentêre kennis van die Nasionale Gebouregulasies en Nasionale Omgewingsbestuurswet en SANS 10400
- Goeie geskrewe en mondelinge kommunikasievaardighede
- Aandag aan detail en die vermoë om eie werk en dié van ander te ondersoek om akkuraatheid en voldoening aan die relevante munisipale standaarde te verseker
- Etiek en professionaliteit en die vermoë om etiese kwessies en botsende belange te identifiseer en te hanteer
- Beplan en organiseer aktiwiteite binne spesifieke tydraamwerke en voer dan hierdie aktiwiteite volgens plan uit
- Kennis van Verordeninge en regulasies

Vergoeding: T11

(R323 496.60 – R419 914.20) Per jaar, plus normale voordele

Pos navrae: Mnr N Mbuyazi
Tel: 028 425 5500

Recommendations:

- Time conscious with great emphasis on turnaround times
- Sober habits and thoroughly organised
- Open to working overtime when the situation demands
- Stringent moral compass and professional conduct
- Communicate well in at least two of three official languages of the Western Cape
- Great people skills and the ability to de-escalate a situation
- Service delivery driven
- Rudimentary knowledge of the National Buildings Regulations & National Environmental Management Act and SANS 10400
- Good written and verbal communication skills
- Attention to detail and the ability to scrutinize own work and that of others to ensure accuracy and compliance with the relevant municipal standards
- Ethics and professionalism and the ability to identify and deal with ethical issues and conflicts of interest
- Planning and organising activities within specific timeframes and then executing these activities according to plan
- Knowledge of By-Laws and regulations

Remuneration: T11

(R323 496.60 – R419 914.20) Per annum, plus normal fringe benefits

Job enquiries: Mr N Mbuyazi
Tel: 028 425 5500

SLUITINGS DATUM: / CLOSING DATE: 20 MEI 2025 / 20 MAY 2025

Aanzoekers moet 'n formele aansoekvorm en 'n omvattende CV, gesertifiseerde afskrifte **nie ouer as ses (6) maande** van kwalifikasies, identiteitsdokument en bestuurslisensie indien. Aansoeke moet elektronies as een PDF-dokument ingedien word by info@capeagulhas.gov.za of ingehandig word by **ONTVANGS, OU NEDBANK-GEBOU**. Aansoekvorms kan verkry word vanaf die Munisipale webwerf, www.capeagulhas.gov.za of by **ONTVANGS, OU NEDBANK-GEBOU**.

Aansoeke wat na die sluitingsdatum deur die menslikehulpbrankantoor ontvang word, sal nie oorweeg word nie. Indien u nie binne 3 maande na die sluitingsdatum van ons hoor nie, beskou asseblief u aansoek as onsuksesvol. Geen aansoekvorms, CV's en/of kwalifikasies kan van die munisipaliteit teruggeëis word nie. Die Raad behou die reg voor om geen aanstelling te maak nie.

Applicants must submit a formal application form and a comprehensive CV, certified copies **not older than six (6) months** of qualifications, identity document and driver's licence. Applications must be submitted electronically as one PDF document to info@capeagulhas.gov.za or handed in at **RECEPTION, OLD NEDBANK BUILDING**. Application forms can be obtained from the Municipal website, www.capeagulhas.gov.za or at **RECEPTION, OLD NEDBANK BUILDING**.

Applications received after the closing date by the human resources office will not be considered. Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful. No application forms, CV's and / or qualifications can be reclaimed from the municipality. The Council reserves the right not to make any appointment.

KAM word gelei deur die beginsels van billike indienseneming. Gestremde kandidate word aangemoedig om aansoek te doen en 'n aanduiding in hierdie verband sal waardeer word.

CAM is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.

EBEN PHILLIPS, MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY, P.O.BOX 51, BREDASDORP, 7280