



SALDANHA BAY

MUNISIPALITEIT | MUNICIPALITY | uMASIPALA

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Saldanha Bay Municipality is a high profile municipality that takes care of its people to deliver the highest quality of service to its residents and visitors. We are also committed to the goals of our Employment Equity Plan. If you are competent and committed and would like to work in a professional environment, you are welcome to apply for the following position on our staff establishment.

DIRECTORATE: INFRASTRUCTURE & PLANNING SERVICES

DEPARTMENT: LAND USE & DEVELOPMENT CONTROL

LAW ENFORCEMENT OFFICER: LAND USE

Applicants must be in possession of a Grade 12 • Peace officer course OR (completed within 6 months of being employed) • Computer Literacy: MS Office • Code B driver's license • Knowledge of town planning and/or land use management principles • Good human relations, communication and interpersonal skills • No criminal conviction • Good communication skills in two of the three official languages of the Western Cape • Advanced level of tertiary education in the built environment(such as town planning/building control) will enhance knowledge of field of expertise • 1½-2 years' experience • Must be physically fit and healthy to carry out onsite inspection • Ability to perform manual operations • Must be able to effectively deal with stress associated with dealing with complaints and the investigation of non-compliance with land use regulations/land use conditions, as well as the stress when dealing with non-cooperative public/ difficult and belligerent parties.

Duties will entail: Processing of complaints relating to unauthorised activities and land use contraventions in terms of the Zoning Schemes and other regulations(i.e. Land Use Planning by-law and Signage & Advertising by-law) • Ensuring that complaints are dealt with effectively and efficiently in line with Council's policies • Ensuring that transgressions are dealt with in accordance with the legislative prescriptions of the enforcement regulations applicable • Undertaking site investigations, compilation of evidence and the serving of compliance notices • Preparation of reports for handover for legal action • Liaise with the legal department in terms of the processing of requests for legal action • Attending court hearings and giving evidence as required • Liaise with Building Control Section in cases where a contravention contains both land use and building contraventions • Reporting general by-law contraventions to the Law Enforcement Section • Removal and confiscation of signage/advertising structures that is contrary to the prescription of Council's by-law relating to outdoor advertising • Maintaining a complaints/ transgressions processing register • Updating the line managers as required on the status of investigations • Advising the public, interested and affected parties on land use compliance issues and processes with regard to land use activities and basic planning legislative requirements • Processing Business License applications and advising applicants on house shop applications • Attending to the administration of complaints/transgressions/trade licenses.

Salary Scale: T9 (R177 818.77 – R230 819.89) per annum
Enquiries: G Tomlinson (022 701 6981)

CLOSING DATE: 03 May 2018 at 12H00

NOTES TO APPLICANT

- Thank you for your interest in seeking employment with us.
- All applications should be accompanied by a completed application form (obtainable from our Human Resource office or website: www.sbm.gov.za) clearly reflecting the name of the position applying for; a comprehensive CV; a certified copy of your ID, driver's license and educational qualifications.
- No original documents attached to the application will be safe kept/returned.
- Applications without afore - mentioned will not be considered.
- Applications should be forwarded to Human Resource Services, Private Bag X12, Vredenburg, 7380 or via email to: mun@sbm.gov.za.
- Applications/Supporting documents larger than 2MB sent via email are not accommodated.
- For the implementation of the Employment Act, candidates are encouraged to indicate their race, gender and disability.
- No late applications will be considered.
- Further communication will be limited to shortlisted candidates. If you have not received a response within 3 (three) months of the closing date, please consider your application unsuccessful.
- All appointments are subject to a medical assessment, criminal record and reference checks from previous and current employer(s).
- The Council beholds the right to make an appointment.

S.M.A.R.T Future through Excellence

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