STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

CUSTOMER INTERFACE OFFICER
BUILDING DEVELOPMENT MANAGEMENT
PLANNING AND ECONOMIC DEVELOPMENT
REF: PED/DM/BDM/PA/07

The successful incumbent will report to the Manager: Building Development Management.

Minimum requirements: Grade 12 ● Post matric qualification ● A minimum of 2-5 years' relevant experience • Sound knowledge of planning and local government related legislation and policies ● Computer literacy (Microsoft Office).

Other Requirements: Language proficiency in at least two of the three official languages of the Western Cape (English, Xhosa and Afrikaans) ● A friendly and calm personality ● Must be able to read and understand blueprints, regulations, codes and ordinances, and construction plans and specifications ● Good verbal communication skills ● High level of responsibility and professional and ethical conduct of duties ● Operates under limited supervision.

Responsibilities/Duties: You will provide a critical interface between public/clients and other Departments, especially Building Development management ● Interacting and making information available to the public, land owners, applicants, consultants or authorities ● Assist with activities associated with building plan application process in order to ensure that clients making enquiries are informed of the basic process ● Ensure an effective administrative process by recording building plan applications and other documentation that has been submitted to the office via the front desk ● Check compliance of building plan applications with required documentation in relation to the operational check list ● Inform the public of the relevant requirements to submit an application to Building Development management.

Job related enquiries: Ms Liezel Poulton 021 808 8664 or Mr Stiaan Carstens 021 808 8674

General enquiries: Ms Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059 or Ms Lisa Patience 021 808 8064

Salary: R 255 238.85 - R 331 350.28 **Plus benefits**

Note: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt of a T.A.S.K outcome

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Applications, clearly marked and accompanied by an application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: pedjobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted. Application forms can be found on the Stellenbosch Municipal website https://stellenbosch.gov.za

Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 19 May 2025

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.