STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

SENIOR ADMINISTRATIVE OFFICER
BUILDING DEVELOPMENT MANAGEMENT
PLANNING AND ECONOMIC DEVELOPMENT
REF: PED/DM/BDM/PA/01

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

Minimum requirements: ● National Diploma (NQF level 6) in Public Administration or Administration/ Degree in Public Administration or Administration ● A minimum of 5 years' relevant experience in the field of administration and office management ● Computer literacy (Microsoft Office) ●

Other Requirements: ● Proficiency in two of the three official languages in the province ● 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 ● Calculates fees in approved tariff structure ● Must be able to work under pressure.

Duties: ● Provides administrative services in the Building Development Management Section relating to the establishment and maintenance of procedures for the processing, communication, record keeping and monitoring and reporting of building plan applications and provides administrative activities to ensure compliance management ● Assist with activities associated with building plan application process to ensure that clients making enquiries are informed of the basic building development management process ● Interacting and making information available to the public, land owners, applicants, consultants or authorities regarding application procedures and relevant requirements for the submission of building plan applications and procedures ● 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 about the operational check list and procedure's ● Implement update and maintain databases, records and registers relating to information on building development management applications ● Provide input into Building Development Management processes and projects i.e. SDBIP, Budget, Annual reports by collating and coordinating in conjunction with the Manager

Job-related enquiries: Liezel Poulton (021 808 8664)/ Stiaan Carstens (021 808 8674)

General enquiries: Ms. Lucretia Koegelenberg 021 808 8102/ Ms Evan Williams 021 808 8059/

Ms. Lisa Patience 021 808 8064

Salary: R 400 532.32 - R 519 906.40 **Plus benefits**

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