STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

# SENIOR MANAGER: INTEGRATED HUMAN SETTLEMENTS PLANNING AND ECONOMIC DEVELOPMENT REF: PED/IHS/01

**Minimum requirements:** A relevant three-year tertiary qualification, preferably a National Diploma/ B degree in one of the following areas Housing / Development Studies / Development Planning / Town or Urban Planning / Engineering / Project Management / Public Administration or any other related field ● Minimum of 10-years' proven relevant experience with at least 5-years' experience in a management position ● Valid Code B driver's licence ● Computer Literacy (MS Office, GIS, MIS Applications). ● Required Minimum Competency Units Standards as provided for in the MFMA or if the candidate is not in possession of the unit standards be willing to obtain within 18 months of appointment

**Other Requirements:** Proven experience at managerial level in two of the following sectors: Human Settlements, Development Facilitation, Development Planning, and Built Environment Programme or Project Management ● Proven experience in the development and implementation of by-laws and/or policies relevant to the aforementioned sectors ● Proven Project and Programme Management knowledge, skills and experience) ● Managerial and supervisory skills and experience in the built environment ● Communications skills in at least two of the three official languages of the Western Cape (English, Afrikaans, isiXhosa) ● Conflict management skills ● Ability to give attention to detail ● Able to assume a high level of responsibility ● Ability to work under pressure and meet deadlines ● Excellent written (specifically report writing) skills.

**Responsibilities/Duties:** Strategically lead and manage the provision of Integrated Human Settlements Services (Housing Development, Informal Settlements, and Housing Administration) ● Lead and manage all processes related to the forward planning and identification and of land for Integrated Human Settlement purposes, including the development of an integrated land delivery plan for human settlement purposes ● Manage the Integrated Human Settlements division in line with applicable legislation, policies and bylaws and Provincial/National directives ● Be responsible for the development, review, updating and implementation of the Municipality's Integrated Human Settlements Plan (IHSP) ● Ensure the annual preparation and/or review of the Municipality's Housing Pipeline and its alignment to the approved Municipal Spatial Development Framework ● Ensure that the integrated human settlement division's delivery is aligned to the applicable national, provincial and municipal development goals and objectives ● Be responsible for all human settlement grant applications and administration with respect to the Provincial and National Department's responsible for integrated human settlements ● Ensure consultation and collaboration with necessary internal and external departments, development professionals and other relevant stakeholders to ensure that proposed integrated human settlement planning and delivery meet community needs ● Direct and oversee the coordination and implementation of research and development activities in order to ensure that Integrated Human Settlement policies and programmes and projects are continuously reviewed, refined and implemented. ● Be responsible for the implementation of all human settlement programmes in line with the National Housing Code ● Oversee the management, monitoring and control of all aspects relating to the Municipality's Housing Database system functions and responsibilities to ensure the transparent, reliable, credible and fair allocation of housing opportunities to correct beneficiaries in line with approved allocation policy ● Be responsible for the management and maintenance of the needed business partnerships between various spheres of government as it relates to integrated human settlements ● Provide strategic support and advice to the Director: Planning & Economic Development and the Municipal Manager with respect to the Integrated Human Settlement function ● Be responsible for all communication and liaison with the Provincial and National Department's responsible for Integrated Human Settlement ● Assist the Director: Planning & Economic Development to carry out the required financial management responsibilities with respect to the Integrated Human Settlement Division especially with respect to budget preparation, budget implementation, financial reporting, the management of risk and the development and maintenance of internal controls ● Be responsible for the management and implementation of all the key performance indicators for the Integrated Human Settlement Division ● Be responsible for the implementation of delivery approach reforms at the direction of the Director: Planning & Economic Development, and the Municipal Manager.

**Job related enquiries:** Mr Anthony Barnes 021 808 8491

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

**Salary: R 964 525.07 - R 1 252 035.66** **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**

***Applications, clearly marked and accompanied by a completed official application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and all documents required in terms of the minimum requirements of the advertisement, details of contactable referees, must be emailed to Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: pedjobs@stellenbosch.gov.za***

***Applicants who do not meet all/any minimum requirement(s) of the post, or who fail to submit all required supporting documentation, will not be considered. Applicants are reminded that submission of an official Stellenbosch Municipality application form is compulsory. Application forms are available on the Stellenbosch Municipal website: https://stellenbosch.gov.za***

***Applications for the above-mentioned vacancy must be submitted via the provided email address only. No hand-delivered or posted applications will be accepted or considered.***

***Please note: By applying for this position, candidates consent to verification checks relating to qualifications, criminal records, and any other relevant screening processes, and must be willing to be subjected to a rigorous evaluation and selection process. Please note where driver's licenses are required shortlisted candidates will undergo a driver competency test. Receipt of applications will not be acknowledged, and supporting documentation submitted will not be returned.***

***Canvassing with Councillors, any decision-maker, or any member of the Selection Committee is strictly prohibited, and proof thereof will lead to disqualification.***

***Closing Date: 25 May 2026***

***Stellenbosch Municipality is an Equal Opportunity Employer. Candidates from designated groups, including persons with disabilities, are encouraged to apply. The provisions of the Employment Equity Act will be considered as part of the selection criteria and process.***
***If you do not receive any feedback within ten (10) weeks after the closing date, please consider your application unsuccessful***

***For more information on vacancies, visit www.stellenbosch.gov.za.***
***The Council reserves the right not to make an appointment and further reserves the right to amend, vary or change the remuneration package attached to the post***