STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

SENIOR TOWN PLANNER
DEVELOPMENT MANAGEMENT DEPARTMENT: LAND USE MANAGEMENT
PLANNING AND ECONOMIC DEVELOPMENT
REF: PED/DM/LUM/URB/07

Minimum Requirements: Grade 12 and a relevant tertiary qualification, B-degree (NQF Level 7) in Town and Regional Planning or equivalent planning qualification recognised by SACPLAN ● Registration as a Professional Planner with the South African Council for Planners (SAC-PLAN) ● 5 years' relevant experience in land use management ● A valid driver's license ● Computer literacy (Microsoft Office suite)

Other Requirements: Proficiency in English (read, write and speak) as the primary language of work; proficiency in one or more additional official languages of the Western Cape (Afrikaans and/or Xhosa) will be an added advantage ● Sound working knowledge of relevant national and provincial legislation and principles with reference to SPLUMA, LUPA, NEMA, PAJA, PAIA, POPIA ● In-depth knowledge of land use planning legislation and planning principles with specific relevance to the preferably Western Cape municipal land use planning bylaws, zoning schemes, policies, guidelines and practices ● Ability to interpret and implement legislative prescripts and procedures ● Experience in a local government land use management environment will be to your benefit ● Ability to monitor and control application processes, tasks and work activities to ensure freedom from errors, omissions or defects ● Ability to plan and organise work and manage multiple tasks and details ● Ability to analyse complex land use management issues and identifying appropriate resolutions. Records of proven experience dealing with complex land use applications will be to your benefit ● Strong analytical thinking and judgement in the assessment of land use applications ● Experience in the development and implementation of work processes and operating rules and procedures ● Strong report writing skills ● Attention to detail ● Communicate and interact professionally and effectively and be seen as credible and confident ● Good human relations and interpersonal skills ● Service delivery and action orientation ● Client orientation and customer focus ● Proven experience and ability to solve complex land use planning related issues and problems ● High level of responsibility and accountability and ethical conduct of duties ● Maintain confidentiality with sensitive information ● Ability to work unsupervised and function independently, as well as within a team ● Supervisory skills and practices with demonstrated coaching and mentoring skills and experience.

Responsibilities/Duties: Assist and support processes to implement key requirements associated with the land use management functionality ● Comply with statutory requirements and contribute towards effective and efficient governance and administration and ensure that current and accurate information is available for internal and public use ● Participate, assist or undertake and coordinate the identification or review of bylaws, plans, policies, guidelines and standard operating procedures and developing and implementing same ● Assist with maintaining land use management and zoning registers and databases to keep accurate records and to manage and report on the status of land use management functions ● Participate and contribute to investigations, the preparation of reports and attending to enquiries and correspondence on related matters ● Interacting and making information available to the public, landowners, applicants, consultants or authorities through appropriate processes regarding the status of property zonings and land use rights, application procedures and relevant town planning matters ● Advise applicants and developers on complex land use development applications ● Participate, undertake, assist or manage stakeholder consultation processes and client relations within area of responsibility ● Manage the monitoring, enforcing and upholding of compliance to the land use planning and zoning scheme bylaws and assist with addressing any contravention through appropriate law enforcement mechanisms and legal processes ● Evaluating and assessing land use applications for compliance to all relevant statutory provisions, plans, policies and guidelines, and the conclusion of accurate, credible and defendable findings to support decision making ● Assessment of land use applications of a complex nature ● Drafting and submission of planning assessment reports to authorised decision makers ● Drafting and submission of planning appeal reports to the Appeal Authority ● Consider, comment on or make recommendations on applications associated with or depending on land use rights such as building plans ● Supervise, mentor and coach subordinate town planner and intern planning student(s) ● Oversee the evaluation and assessment of land use applications by town planners and assist with supervising and review of such comments and assessments as may be required.

Job related enquiries: 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 643 861,73 – R 835 754,12 **Plus benefits**

Applications, clearly marked and accompanied by the application form, a comprehensive CV, certified copies of qualifications, licenses 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: 07 October 2026

Stellenbosch Municipality is an Equal Opportunity employer. Appointments will be made in accordance with the Municipality's approved Employment Equity Plan (EE Plan) in terms of section 20 of the Employment Equity Act 55 of 1998. Candidates from the designated groups, especially those with disabilities, are encouraged to apply. Candidates are encouraged to self-identify their designated group status on the application form. 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.