

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

Applications are hereby invited from suitably qualified persons to be appointed in the under mentioned vacancy.

PRINCIPAL TOWN PLANNER

Salary: Post Level – T15: Between R643 848.00 p.a. and R835 776.00 p.a. plus a travel allowance of R14 550.29 per month under certain conditions.

Minimum Requirements: The most eligible candidate must be in possession of a relevant tertiary qualification, preferably a Masters' Degree in Urban Design or Equivalent Planning Degree (*originally certified copy of proof must be attached*). Must be registered with SACPLAN as a professional Town Planner (*originally certified copy of proof must be attached*). Eight (8) years' or more relevant experience (*experience must be clearly stated in the application form*) Sound knowledge of relevant Legislation. A valid code B or EB driver's license (*originally certified copy of proof must be attached*). Must be computer literate. Effective communication and interpersonal skills and proficient in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa. Only applicants with the highest levels of personal integrity will be considered.

Special conditions:

The prescribed application form must be accompanied with originally certified copies of the following documents before the closing date and time of this advertisement – Failure to attach the required documents will automatically disqualify an applicant.

- Originally certified copy of relevant tertiary qualification, preferably a Masters in Urban Design or Equivalent Planning Degree
- Originally certified copy of proof of registration with SACPLAN as a professional Town Planner
- Originally certified copy of valid Code B or EB Driver's license
- Originally certified copy of ID document

**** Certification must not be older than 6 months from the date of application ****

Key Performance areas: Assist the Manager Town Planning with: * the managing of the town planning section * evaluate applications received from other departments for town planning input * providing technical assistance and advice on the process of land use development applications * providing and explaining operational requirements for Land Use development * carrying out on-site inspections * assess appeals in terms of town planning principles * monitor implementation of town planning decisions * Administer enforcement of planning and zoning regulations and policies * forward cases of non-compliance to Council's attorneys to institute legal action * attending to the administration of applications for changes in land use activities * ensure budget control * liaise with state departments * scrutinize building plans with regards to zoning scheme regulations * assist with policy/ bylaw formulation * Other duties as requested from time to time.

Minimum Competency Framework

Core Professional Competencies - Problem Solving - Communication - Organisational Awareness - Conceptual Thinking - Negotiation and Influencing - Ethics and Professionalism - Project Management	Public Service Orientated competencies - Interpersonal Relationships - Service Delivery Orientated - Client Orientated - Customer orientation and customer focus
Personal Competencies - Action and outcome orientated - Change readiness - Cognitive ability - Learning Oriented	Management / Leadership competencies - Team Orientated - Impact and Influence - Direction setting

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act.

W Hendricks, Municipal Manager, P O Box 24, 10 Church Street Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque and a housing-/ rental subsidy.

Applicants must complete the prescribed application form (TWK Application form) accompanied by a detailed CV with originally certified copies of qualifications and ID document in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, and P O Box 24 Caledon 7230.

Shortlisted candidates will be subjected to a qualification verification, reference check and where necessary undergo screening and vetting.

Please note: No e-mailed, scanned or faxed applications will be accepted. Only original applications forms will be accepted.

Enquiries: Mr. E Shortles – Manager Town Planning and Building Control

Tel: 028 – 2143300

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: 24 July 2026 at 12:00 pm. (no applications will be accepted or considered after the closing date)