JOB OPPORTUNITY

VACANCY ALERT

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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS:

- **Chief Plans Examiner**
- **Chief Building Inspector**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

VACANCY CIRCULAR
033/2025
City of Johannesburg

Publication Date:
Friday, 28 March 2025

Closing Date:
Thursday, 03 April 2025

This Vacancy is open to Employees of the City of Johannesburg and External Candidates

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CHIEF PLANS EXAMINER

DEPARTMENT: Development Planning
BRANCH: **Building Development Management**
DESIGNATION: **Chief Plans Examiner**
REMUNERATION: R33 371,75 pm (basic salary, excluding benefits)
LOCATION: Metro Centre, Braamfontein

Minimum Requirements:

- Grade 12 plus an NQF level 6 in the following:
- Building Science and/or Quantity Surveying, Architectural Technology/Architecture, Civil engineering and/or Structural Engineering, Building Management/Builiding Surveing;
- 3 – 4 years' experience in the building construction or operated within the prescripts of the National Building Regulations and Town Planning Schemes;
- At least 2 years spent as building inspector or supervisory role in the building industry.
- Technical report writing and excellent written and verbal communication skills;
- Must have valid driver's license, Code B or higher.

Primary Function:
Management of the building plan assessment team to ensure building plan assessment are done effectively and efficiently. Also monitor and evaluate building plan assessment by analysing the work, evaluate and standardisation and approval of building plans. Perform people's management and supervision. Assist the plan examination assessment of the sub unit in the stakeholder engagements activations and assist in the governance and risk management of the sub-unit.

Key Performance Areas:

- Participate in the management of the planning and development of a comprehensive Building Development Management operational plan;
- Oversee the development and monitoring of organisational and employee performance management systems to ensure achievement of performance targets as required in terms of the municipal staff regulations and municipal performance management policy;
- Develop tighter uniformity and synergy between strategy and M&E reporting and support informed decision-making by the executive;
- Lead stakeholder engagement and management;
- Supervise the building plans examination, assessment, and approval process;
- Manage and coach staff in the Performance Management unit to ensure that all staff meet the department's objectives in line with broader organisational objectives and recruitments;
- Manage and monitor assets and resources of the directorate;
- Practice good governance and management of risk;

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Leading Competencies:

- Computer literacy (Microsoft Word and Excel);
- Proficiency in using database and statistical software is required as well as strong skills in Excel, Word, PowerPoint, and mobile technologies to report data;
- Coordination skills;
- Time Management skills;
- Excellent written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and excellent planning, organising, and time management skills.

Core Competencies:

- Knowledge of the local national government and international politics, protocols, and procedures;
- Knowledge of climate change legislation and regulatory framework, policy development, strategies and plans;
- Ability to package documents for proper reporting;
- Basic knowledge of National Building Regulations, Climate Change concepts and functions;
- Policies that relate to the green building policy, requirements for building that must be accessible to people with disability requirements and youth development;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."

"Candidates who applied in circular 081/2024 are encouraged to re-apply"

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/1af1Ws4N-S1u99HKonepsUgew554

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

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ENQUIRIES ONLY:
Contact Person: Thabang Mushwana
Tel No: 011 407 6579

CLOSING DATE: THURSDAY, 03 APRIL 2025

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check, and
- Identity validation.

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CHIEF BUILDING INSPECTOR

DEPARTMENT: Development Planning
BRANCH: **Building Development Management**
DESIGNATION: **Chief Building inspector**
REMUNERATION: R33 371,75 pm (basic salary, excluding benefits)
LOCATION: Metro Centre, Braamfontein

Minimum Requirements:

- Matric/ Grade 12, Plus NQF level 6 or Diploma in one of the following:
- Building Science and/or Quantity Surveying, Architectural Technology/Architecture, Civil Engineering and/or Structural Engineering, Building Management/Building surveying
- At least possess a valid driver's licence or code B or higher
- At least 3-4 years of previous experience in any of the following:
  Building construction or Operated within the prescripts of the National Building Regulations and Town Planning Schemes.
- At least 2 years spent as a building inspector or supervisory role in the building industry.
- Technical report writing and excellent written and verbal communication skills.
- Knowledge of local, national government and international policies, protocols, and procedures
- Knowledge of climate change legislation and regulatory framework, policy development, strategies, and plans
- Ability to package documents for proper reporting.

Primary Function:
Management of the building plan inspectorate team to ensure building plan inspections are done effectively and efficiently. Also, monitor and conduct statutory and routine of building development management by performing built-environment law enforcement work and issuing of non-compliance notices to ensure a safer built-environment prevail within the city of Johannesburg. Performs people's management and supervision. Keep records of building plans that are under the inspectorate activities within the sub-unit in terms of the applicable legislation and participate in the stakeholder engagements activations and assist in the governance and risk management of the sub-unit

Key Performance Areas:

- Supervise the building inspections within the Regions;
- Enforce the National Building Regulations and Building Standards Act, No 103 of 1977; other applicable legislation and council By-Laws;
- Enforce the National Building Regulations and Building Standards Act, No 103 of 1977 other applicable legislation and council bylaws;
- Supervise the maintenance and updating of records of building inspection activities in the allocated region;

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- Participate in the Management of the planning and development of a comprehensive Building Development Management operational plan
- Oversee the development and monitoring of organizational and employee performance management systems to ensure achievement of performance targets as required in terms of the municipal staff regulations and municipal performance management policy;
- Develop tighter uniformity and synergy between strategy and monitoring and evaluation and support informed decision-making by the executive;
- Lead stakeholder engagement and management;
- Manage and coach staff in the Performance Management Unit to ensure that all meet the department's objectives in line with broader organizational objectives and recruitment
- Manage and monitor assets and resources of the Directorate/Unit;
- Practice good governance and management of risk;
- The incumbent may be required from time to time to perform various duties as may be assigned by the Director: Building Development Management.

Leading Competencies:

- Good negotiation and conflict management skills;
- Good problem-solving skills and information-gathering skills;
- Excellent verbal, written and communication skills.
- Computer literacy (MS Office Packages, including Word, Excel);
- Good written and oral communication skills in English and must be able to communicate and coordinate effectively with other stakeholders;
- Attention to detail and high levels of accuracy and excellent planning, organising, coordinating, and time management skills.

Core Competencies:

- Basic knowledge of National building regulations, climate change concepts and functions
- Policies that relate to the green building policy, requirements for buildings that must be accessible to people with disability requirements and youth development
- Attention to detail and high levels of accuracy and excellent planning, organising and time management skills; Ability to operate in a highly-intensive customer service and public interface environment with continued pressure to deliver high-quality work standards; Ability to work independently with minimal supervisionCollaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to the City's protocols, legislation, and standards.

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