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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

**PERMANENT POSITION**  
**Assistant Director: Building Plan Assessment**

**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.



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## ASSISTANT DIRECTOR: BUILDING PLAN ASSESSMENT

<b><u>DEPARTMENT:</u></b>	Development Planning
<b><u>BRANCH:</u></b>	<b>Building Development Management</b>
<b><u>DESIGNATION:</u></b>	<b>Assistant Director: Building Plan Assessment</b>
<b><u>REMUNERATION:</u></b>	R52 239,6 pm (basic salary, excluding benefits)
<b><u>LOCATION:</u></b>	158 Civic Boulevard, Metro Centre, Braamfontein

### **Minimum Requirements:**

- Grade 12/NQF level 4;
- Degree or NQF level 7 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 6-8 years previous experience in any of the following environments:
  - Building construction or
  - Operated within the prescripts of the National Building Regulations and Town Planning Schemes
- At least having spent a minimum of five (5) years in the building industry at a management level;
- Not less than 8 years of appropriate experience with a healthy balance between technical and managerial experience, preferably within the building control department of a large local authority. Excellent networking skills;
- 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;
- Project management and excellent time management skills;
- Experience working on MFMA, PFMA;
- Ability to manage diverse people effectively;
- Ability to package documents for proper reporting.

### **Primary Function:**

**Lead and Manage the Building Plan Assessment Section, within Building Development Management, City of Joburg. Ensure operational efficiency in the management of Chief Plans Examiners processing and turnaround times of applications submitted. Advise the public, and related stakeholders on matters pertaining to the National Building Regulations, and Town Planning Scheme.**

### **Key Performance Areas:**


- Processing, planning and coordinating the building plan assessment within the city;



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- Facilitate and coordinate the building and urbanisation process relating to the built environment in order to respond to legislation ensuring compliance and implementation of the National Building Regulations and Building Standards Act, No 103 of 1977, as amended, the National Building Regulations as stipulated in the SANS 10400 Code of practice (special reference to part X-Environment and part XA- Energy Usage in buildings), to comply with the various Town Planning Schemes and any other applicable legislation;
- Provide a supervisory role to immediate reporting staff;
- Stakeholder management to ensure that key internal, national, international, and local stakeholders are kept up to date;
- Manage and empower staff within the building plan assessment across the city to ensure there is a well-coordinated workflow, workplace discipline, motivation, and efficiency in the processing of building plan assessments that are submitted to the city to ensure building safety environment and sound building environment structures across the city of Johannesburg;
- Planning, to ensure compliance with reporting cycles, document management and compliance to work codes and conducts of employees;
- Controlling, to achieve sufficient and higher performance and efficiency in the processing of building plan turnaround times and sound service delivery excellence;
- Undertake administrative duties in support of the Sub-Unit's risk management aspects for efficient and effective administration of the Sub-Unit;
- Provide input into the budget of the business unit in order to comply with the MFMA as well as PFMA to ensure effective management of the budget within the sub-unit.

#### **Leading Competencies:**

- 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;
- 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 the 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.”***



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

<https://share-eu1.hsforms.com/1JvI0iW-kTKm8U2ialZLIHwew554>

**APPLY ONLINE VIA THIS LINK: [www.joburg.org.za](http://www.joburg.org.za)**

**ENQUIRIES ONLY:**

**Contact Person:** Thabang Mushwana

**Tel No:** 011 407 6579

**CLOSING DATE: THURSDAY, 05 DECEMBER 2024**

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.