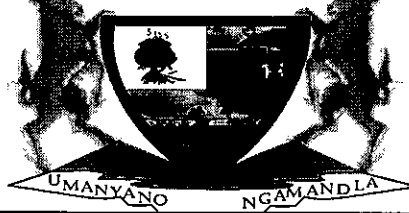


Physical Address  
51 Main Street  
Postal Address  
PO Box 12  
Bizana  
4800

# MBIZANA LOCAL MUNICIPALITY



Corporate Services Office  
Tel: 039 251 0230  
Fax: 039 251 0866  
E-mail: [jojimalizs@mbizana.org.za](mailto:jojimalizs@mbizana.org.za)

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## EXTERNAL ADVERTISEMENT

Mbizana Local Municipality is a category 2 Municipality that is committed to affirmative action and provisions Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified, experienced, and innovative individuals to fill the vacant position indicated below:

1. **POST** : **BUILDING CONTROL OFFICER**  
**DEPARTMENT** : **DEVELOPMENT PLANNING**  
**TASK GRADE** : **12**  
**SALARY SCALE** : **R242 070.00**

## REQUIREMENTS

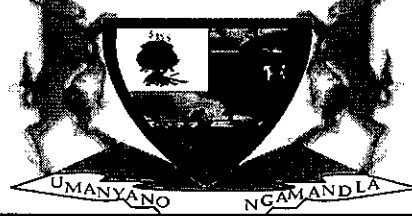
- ✓ A National Diploma in Architecture or Built Environment.
- ✓ 2-3 years' experience Built Environment
- ✓ Have knowledge of reading building plans, the national building regulations and understanding of construction techniques.
- ✓ An understanding of the principles of land use management (e.g. Town Planning Scheme, Spatial Development Framework and Land Use Management System).
- ✓ A valid code 08 driver's licence.

## KEY PERFORMANCE AREAS

- ✓ To ensure that all received Building Plans comply with National Building Regulations.
- ✓ Visit site and conduct site inspections
- ✓ Enforcement of the National Building Regulations.
- ✓ Approving of building plans and forwarding to relevant developments for further comments.
- ✓ Assist public with enquiries / complaints regarding building control matters and giving technical advice.

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## EXTERNAL ADVERTISEMENT

Mbizana Local Municipality is a category 2 Municipality that is committed to affirmative action and provisions Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified, experienced, and innovative individuals to fill the vacant position indicated below:

- POST : GIS OFFICER**  
**DEPARTMENT : DEVELOPMENT PLANNING**  
**TASK GRADE : 11**  
**SALARY SCALE : R205 034.00**

## REQUIREMENTS

- ✓ A Senior Certificate
- ✓ B. Degree or National Diploma in GIS, or Geography, or Environmental Management or Town Planning.
- ✓ Computer Literate
- ✓ At least 2-3 years relevant experience
- ✓ Knowledge of the GIS field and data administration environment through ArcGIS. Knowledge of using ArcGIS 10.3 OR 10.4 and other previous versions

## KEY PERFORMANCE AREAS

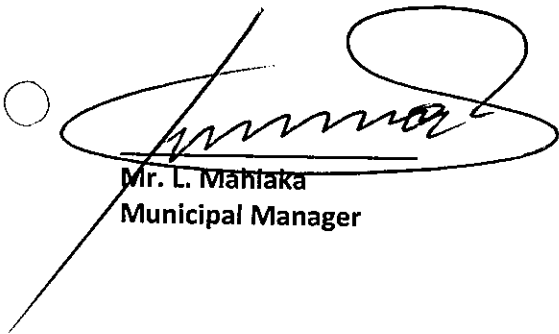
- ✓ Perform activities associated with the preparation, updated and processing of the data through capturing, storing, manipulation and maintenance of data.
- ✓ Perform specific applications associated with the preparation and processing data from hardcopy sources through GIS.
- ✓ Update data in relation to the municipal IDP, SDF, Valuation and Environmental information for the municipality.
- ✓ Apply tools to ensure the GIS provides comprehensive and complete information supporting analysis, decisions and decision-making processing.
- ✓ Create and update detailed maps for the purpose of assisting in planning and development processes.

**NB: Mbizana Municipality is committed to affirmative action and Employment Equity Act 55 of 1998.**

Applicants should submit application letter **NOT Z83 FORM**, comprehensive CV with traceable references, certified copies of certificates, ID and driver's license. All correspondences should be addressed to: The Corporate Services Senior Manager, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to HR Offices during office hours. For more information, please contact: **Mr. Z.S. Jojimali on 039-251 0230** during office hours. **Closing date: 24-05-2017 @ 12 noon.**

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION;  
THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

**No faxed or emailed applications will be accepted**, applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



**Mr. L. Mahtaka**  
**Municipal Manager**