



## **MANDENI LOCAL MUNICIPALITY INTERNAL/ EXTERNAL VACANCY**

The Mandeni Municipality, affirmative action, and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

**DEPARTMENT : ECONOMIC DEVELOPMENT, PLANNING AND HUMAN SETTLEMENTS.**

**POSITION : MANAGER: HUMAN SETTLEMENTS AND BUILDING CONTROL**

**TASK GRADE : T 17**

**(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)**

**SALARY NOTCH : R 797 775 per annum**

**SALARY SCALE : (R 797 775 pa – R 1,035 588 pa)**

**CLOSING DATE : FRIDAY, 24 OCTOBER 2025 @ 12:00 PM**

**REF NO : PN 87/2025**

### **REQUIREMENTS**

- Grade 12 Certificate
- Bachelor's degree in human Settlements Management/ or BTech Degree in Town and Regional Planning/ Architecture/ construction Management/ Civil Engineering or equivalent qualification.
- 3-4 years relevant work experience, of which at least 2 years must have been in a supervisory position Computer Literacy.
- Valid Code B Driver's Licence
- Registration as a Professional Planner in accordance with the Planning Profession Act, 2000 (Act No. 36 of 2000), or Registration as a Professional Architect with the South African Council for the Architectural Profession (SACAP) will be an added advantage.



### **KNOWLEDGE, SKILLS AND COMPETENCIES**

- Comprehensive understanding of Human Settlements policies, housing subsidy schemes and project implementation processes.
- Strong knowledge of National Building Regulations, Town Planning Schemes and applicable legislation.
- Ability to interpret technical drawings, building plans and layouts.
- Good communication and interpersonal skills with the ability to engage communities and stakeholders effectively.
- Leadership and people management abilities.
- High level of integrity, professionalism, and attention to detail.

### **KEY PERFORMANCE AREAS**

- Management of both housing subsidy and beneficiary waiting lists and the implementation of housing programmes
- Oversee all new construction and renovation to make sure the community's housing is up to code
- Prepare applications for various housing programs
- Monitor and control all informal settlements and take the necessary steps to prevent land invasion within the area of jurisdiction of the Municipality.
- Undertake and promote liaison and communication with local communities with a view to obtain understanding and co-operation regarding the prevention of land invasion.
- Attend to housing project steering committee and technical committee meetings on behalf of the Council.
- Produce housing delivery monthly reports for management and Council structures.
- Studies housing practices, determination of needs and considers suitable and feasible alternatives
- Negotiates with community, interested and affected parties during initial planning stages.
- Handles correspondence and enquiries on applications, disputes and complaints.
- Manage and control all informal settlements in accordance with provisions of the Policy.



- Providing clients, architects, engineers and contractors with advice on the building regulations during the design and development of a building project.
- Coordinates tasks/activities associated with the implementation of procedures and, monitors compliance with standards and specifications with regards to new building, additions, and renovations to existing structures.
- Checking and commenting on proposals for compliance with the building regulations.
- Assessing damaged buildings and approving demolition.
- Supervises staff members and controls performance of staff and evaluates personnel

**BENEFITS:**

All standard Municipal Fringe benefits which inter-alia includes a Housing Subsidy, Medical Aid, Transport Allowance, Cellphone allowance and Pension fund would be applicable to the above post

**DIRECTIONS TO CANDIDATES:**

Enquiries must be directed to Manager Human Resource and Administration; tel: (032) 456 8200. Apply online using Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) and **attach full CV, photocopies of certificates, quoting the relevant reference number. Certified copies of certificates will only be submitted by the shortlisted candidates.** If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful.

**NB: The municipality is an equal opportunity affirmative action employer and reserves the right not to make appointments.**

  
**SG KHUZWAYO**  
**MUNICIPAL MANAGER**

**DATE :** 09/10/2025