



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 : DEVELOPMENT PLANNING ADMINISTRATOR

TASK GRADE : T 12

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

SALARY NOTCH : R 401 049 per annum

SALARY SCALE : (R 401 049 pa – R 520 584 pa)

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

REF NO : PN 89/2025

REQUIREMENTS

- Grade 12 Certificate.
- National Diploma or Bachelor's Degree in Town and Regional Planning / Development Planning / Human Settlements / Geography or equivalent qualification.
- 2-3 years relevant experience in town planning, land use management, or development control environment, of which at least one (1) year should be in an administrative or supervisory role.
- Computer Literacy (MS Office Suite, GIS and related planning software).
- Valid Code B Driver's Licence.
- Registration or eligibility for registration as a Technical Planner with the South African Council for Planners (SACPLAN) will be an added advantage

KNOWLEDGE/SKILLS & COMPETENCIES:

- Knowledge of town planning principles, land use management and spatial development frameworks.
- Sound knowledge of the Spatial Planning and Land Use Management Act (SPLUMA), Municipal Systems Act, and relevant planning legislation



- Ability to interpret and apply town planning schemes and relevant municipal by-laws.
- Strong analytical, research and report-writing skills.
- Good communication and interpersonal skills.
- Excellent organisational and administrative skills.
- Ability to work independently and meet deadlines.
- Attention to detail, integrity, and professionalism.

KEY PERFORMANCE AREARS

- Administer, assess, and process land use and development applications (rezoning, subdivision, consolidation, consent use, removal of restrictions, etc.) in compliance with SPLUMA and the Municipal Planning By-laws.
- Maintain and update zoning maps, land use records, and planning databases.
- Assist in the preparation, review, and implementation of the Municipal Spatial Development Framework (SDF) and Local Area Plans (LAPs).
- Support the review and enforcement of the Municipal Land Use Scheme (LUS).
- Prepare and present planning reports and recommendations for internal committees, tribunals, and Council.
- Provide technical advice to developers, consultants, and members of the public on planning and development applications.
- Assist with the evaluation of building plans for compliance with zoning and land use regulations.
- Facilitate and participate in public participation processes, community meetings, and stakeholder engagements related to planning matters.
- Liaise with internal departments, provincial and national sector departments, and parastatals on planning-related issues.
- Provide support in the development of municipal Integrated Development framework Plan, relating this to sector plans in order to ensure co-ordinated alignment and synergy of plans.
- Compile Integrated development process plan as per revised requirements
- Co-ordinate Capacity building trainings aiding ward committees to better understand and improve capabilities in matters relating to ILembe Regional One Plan and IDP thus enhance stakeholder participation in the IDP preparation.



- Responsible for the development of council reports on IDP matters whether for adoption or consideration.

BENEFITS:

All standard Municipal Fringe benefits which inter-alia includes a Housing Subsidy, Medical Aid, 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 **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 appointment.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE : 09/10/2025