



MSINGA MUNICIPALITY ADVERTISEMENT: MANAGER BUILDING INSPECTION AND HOUSING

Msinga Municipality situated at Tugela Ferry has a vacant post for Manager Building Inspection and Housing.

STAFF VACANCY: TUGELA FERRY: MANAGER BUILDING INSPECTION AND HOUSING

SALARY SCALE LEVEL 3: R 197 812. 16- R 217 294. 43 (Negotiable)

REQUIREMENTS FOR THE POST:

- Grade 12 certificate, National Diploma in Architecture.
- 4 years' experience.
- Valid Driver's license.
- Be proficient in MS Office and Auto CAD.
- Must have excellent communication skills in both isiZulu and English.
- Must have an understanding of Municipal legislation.
- Basic understanding of Procurement process.
- Understanding and experience in project management.

DUTIES AND RESPONSIBILITIES

- Provide working drawings for the Municipality.
- The administration of building works within the Municipal area to ensure that all building works conform with the National Building and Standards Acts and Municipal by-laws.
- Inspecting building under construction to ensure their compliance with approved plans and legislation, e.g. visiting and inspecting building sites receiving and verifying compliance certificates.
- Inspecting existing structures in development areas to ensure that no illegal construction work is carried out, e.g. inspecting areas, issuing compliance notice recruitment illegal actions and providing information to the public and other interested and affected parties on Municipal by-laws, legislation and limitations imposed by conditions of title.
- Report on the progress by the means of written and verbal reports to applicable departments, committees and forums.
- Managing projects from inception to completion stage.
- Serve on Municipal Bid Committees.
- Identifying, conceptualizing and initializing housing projects in conjunction with the Director Technical Services.
- Developing a delivery system for each project in conjunction with the Director Technical Services.
- Negotiating joint ventures with both private and government sectors.
- Identifying role-players required for successful implementation of new project.
- Developing and Managing project programs.
- Managing project specifications, time lines and cost.
- Managing all related risk on behalf of Council, both Social & Political, and Resources (budget, cash flow, resources and time).
- Monitoring risk and progress areas in conjunction with Director Technical Services.
- Preparing progress reports for Director Technical to successfully convene progress meetings with Council.

- Preparing progress reports for Director Technical to successfully convene progress meetings with external funders.
- Preparing and monitoring funding applications, agreements, consultant briefings, sales agreement, land availability and service agreements.
- Preparing housing subsidy applications and forwarding to the Provincial Office of the Department of Human Settlements.
- Preparing expense / budget reports.
- Establish and maintain internal financial controls
- Manage the examination and approval building plans.

Applications must be submitted on Msinga Municipality application form, obtainable from our Municipal Offices in Tugela Ferry and be handed in or posted to Private Bag x 530, Tugela Ferry, 3010, together with a comprehensive CV, Certified Copies of certificates and I.D Copy in a sealed envelope clearly marked **"APPLICATION: MANAGER BUILDING INSPECTION AND HOUSING** not later than 12 noon on **24 OCTOBER 2017**. No late or faxed applications will be considered. For further information regarding the requirements for the application as well as the post content, please contact Miss T.F.N Nkala on 033 493 0761.

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful. This municipality is an equal opportunity and Affirmative action employer.



F.B. SITHOLE
MUNICIPAL MANAGER

2017/10/ 04
REFERENCE: 4/3/R