



NOTICE 32 OF 2026

The Oudtshoorn Local Municipality, which includes the towns of Oudtshoorn, De Rust, and Dysselsdorp, is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality, and tourism sectors.

Candidates who meet the minimum requirements, have necessary integrity and an excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than (six) 6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

**MANAGER: BUILDING CONTROL
DEPARTMENT: PLANNING & DEVELOPMENT
DIVISION: BUILDING CONTROL**

**SALARY SCALE T15
(R 614 587,87 - R 797 775,29 PER ANNUM)**

**PERMANENT
STATION: OUDTSHOORN
REF: (WC/045/PD/PD/011)**

REQUIREMENTS

- A relevant National Diploma/Degree qualification as stipulated in the National Building Regulations.
- Eligible to be registered as a Peace Officer (Law Enforcement Officer).
- 5 - 8 years of building industry experience
- Computer literacy: MS Office
- Valid Code B/EB driver's license.
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Ensure that all technical requirements are available to staff processing building development applications to ensure that the Building Control Section operates efficiently and is accountable for all operational systems to ensure that quality service delivery is provided to the public.
- Provide a service to the public/property owners/developers/consultants, and Municipal departments to ensure that technical information is communicated accurately to the public and to be accountable for all decisions made within the Building Control division.
- Manage and control outcomes associated with the utilization, productivity, and performance of personnel in the Building Control division, to ensure a proper functioning building control division that promotes and sustains motivational levels, productivity, performance, and improves the quality of work-life to cultivate and



maintain the department to meet its service delivery objectives.

- Create an environment where the Department can achieve its goals, to make sure that its Key Performance Areas are established, its goals are in line with them, and that the right procedures are created and put into place once they have been approved to ensure compliance.
- Make sure that the building control functions are properly managed, that all legal requirements for the implementation and execution of approvals are met, that all legal and regulatory requirements of applicable laws and bylaws are followed, and that offenders are subject to legal repercussions.
- Ensure that the unit is prepared to pay the costs associated with routine capital expenditures and special projects by maintaining effective financial control, preventing unnecessary and wasteful spending, and implementing corrective action as needed.
- Ensure that all newly constructed structures and buildings are legitimate and adhere to the applicable laws.
- Make sure that all operational systems and procedures are reliable and efficient in order to support the delivery of high-quality services, that staff members are adequately trained and equipped to carry out their duties, and that clients are best served by making sure that practitioners adhere to industry standards.
- Ensure that efficient administrative services are managed and maintained in order to improve service delivery.
- Ensure a well-trained, effective, and empowered workforce.
- Ensure a safe working environment, promote a healthy workforce, and to ensure the safety of the community.
- Ensure that the National Building Regulations and Standards Act (NBRSA), SANS 10400, and all related laws, by-laws, policies, and guidelines are enforced.
- Ensure effective building control and information services.

COMPETENCIES: Building Competency Framework - Level 3

- **Core professional Competencies:** Building Development, Building Inspectorate Customer Centricity, Legal Administration, Negotiating and Influencing, Ethics and Professionalism.
- **Functional Competencies:** Organisational Awareness, Problem Solving, Planning and Organizing, Information Management.
- **Public Service Orientation Competencies:** Service Delivery Orientation, Communication, Interpersonal Relationships.
- **Personal Competencies:** Action and Outcome Orientation, Resilience, Change Readiness, Learning Orientation, Accountability, and Ethical Conduct.
- **Management/Leadership Competencies:** Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation.



Candidates must be willing to be subjected to an interview and written/competency assessment. They must also be aware that previous employers and recent references may be contacted, and their qualifications and criminal records may be verified. The appointment will be subject to the signing of an employment contract, performance agreement, and disclosure of interest.

Application must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive Curriculum Vitae and certified copies of qualifications and identity document (not older than three (3) months), as well as particulars of at least three recent contactable references. Applications must be submitted to **HR Manager: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620** or **Oudtshoorn Municipality, 69 Voortrekker Road, Oudtshoorn, 6620**. **Application forms can be downloaded from the Oudtshoorn Municipality website www.oudtshoorn.gov.za.**

For any enquiries, contact Rouna Morrison at 044-203 3041 or rmorrison@oudtmun.gov.za

CLOSING DATE: 13 March 2026 at 12:00

Please Note: Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum Vitae will not be returned. Council will make appointments in line with its employment equity plan and reserves the right not to make an appointment. Applications sent via e-mail/late applications will not be considered. Any misrepresentation in your application will lead to automatic disqualification.

**MR. M YEKANI
MUNICIPAL MANAGER**

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