



UMASIPALA **MTHONJANENI** MUNICIPALITY  
MUNISIPALITEIT

Applications are invited from suitable qualified persons for the following position:

**SENIOR MANAGER TOWN PLANNING**

**SALARY NOTCH T15: R 396 856.92 – R 515 160.48 per annum plus normal benefits (PROVISIONAL)**

**ESSENTIAL REQUIREMENTS:**

- B-Tech or Degree in Town and Regional Planning
- Registration as a professional planner with the South African Council of Planners
- Computer Literate
- Code B/08 Driver's license
- Knowledge of Legislation pertaining to development
- Understanding of Local Government procedures
- Ability to work independently and under pressure
- Good interpersonal and communication skills
  
- At least 5 years' experience in a planning related work environment

**KEY PERFORMANCE AREAS**

- To Manage the town planning, IDP/PMS and building control department of Mthonjaneni Municipality, as well as overseeing matters related to land use and spatial planning as per the Spatial Planning and Land Use Management Act 16 of 2013 SPLUMA
- Ensures the coordination of IDP & PMS submission from various departments within the Municipality and incorporate into Draft IDP
- Liaise with Sector Departments in preparation of the IDP
- In conjunction with the above, the role is also to assist the Director with all architecture responsibilities including technical review of all specifications, detailed planning drawings and construction details to meet technical standards, participating in value engineering opportunities, working with vendors and Project Directors to meet project schedules, and any design issue that impacts the overall success of renovations services.
- Support architectural design for Focused and Full Service projects within the municipality, including new developments, conversions and adaptive re-use projects, particularly pre-signing. Management of architectural design for full and focused service projects within Mthonjaneni Municipality.
- Work with the development team in creating property specific area programs which will form the basis of the architectural planning brief.
- Assist development team in pre-signed deals to complete architectural plan reviews and direction to architects.

- Participate at projects Design Review Workshops/Meetings.
- Work with Owner/Developer design team and Project Directors. Design direct and guide consultants on each project to achieve municipal standards and requirements.
- Assist in the preparation of reports and presentations to Developers, management and Architecture, Design & Construction.
- Conduct project handovers with Project Directors upon signing of all deals.
- Assist team in the review of conversion opportunities.
- Prepare presentations of selected projects for submittal to DRC (Design Review Committee).
- Participate in post-opening Design reviews with the Operations team.
- Support Project Directors with Design feedback on Focus Service projects when required.
- Stay knowledgeable about the Design industry and work to introduce new products and materials to the municipality as well as guiding design groups to their availability and potential project application.
- Manage the LED and Tourism programmes to inform the community of Mthonjaneni and creating link between tourism and local economic development.

Further information can be obtained from the Human Resources Office on Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications and ID should be submitted to: The Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835.




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**P P SIBUYA**  
**MUNICIPAL MANAGER**

Should you not be contacted within a period of thirty days after the closing date, your application should be deemed as unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant.

***No emailed or faxed applications will be accepted.***

**CLOSING DATE: 14 June 2019**