



# PRINCE ALBERT MUNICIPALITY

33 Church Street / Private BAG X53

PRINCE ALBERT, 6930

## NOTICE 131/2025 – EXTERNAL VACANCY

The **PRINCE ALBERT MUNICIPALITY** has the following **EXTERNAL** vacancy available in the Directorate: Corporate Services, to be filled as soon as possible:

### **SNR BUILDING INSPECTOR**

**Division: Corporate and Community Services**

**Section: Development Services**

**Post identification no.: WC052-1.3.2.2**

#### **MINIMUM REQUIREMENTS**

- A relevant National Diploma qualification as stipulated in the national building regulations;
- 5 – 8 years' building industry experience;
- Driver's License : Code EB / Code 10 ;
- Applied knowledge of the National Building Regulations and Building Standards Act, No 103 of 1977;
- Demonstrated technical and operational understanding of the Building Control functions including the technical natures of the Tracking Systems;
- Applied knowledge of law regulations and policies relating to Land Use Management and the Building Control functions;
- Computer literacy essential (MS Word, MS Excel, MS PowerPoint);
- Proficiency in at least two (2) of the three (3) official languages of the Western Cape.

#### **RECOMMENDATION:**

- Registered as a Peace Officer (Law Enforcement Officer) will be an added advantage.

#### **KEY PERFORMANCE AREAS**

- Coordinates activities and procedures associated with the direct supervision and monitoring of personnel.
- Monitors compliance with regulations and specifications in terms of the National Building Regulations, SANS Codes of Practice and the Municipal By-Law relating to Outdoor Advertising.
- Performs building, drainage, follow-up and relevant inspections.
- Issues contravention notices and opens court files for legal action.
- Receives building plans for building operations, conducts preliminary site inspections and provides comments on activities on site before approval of plans.
- Deals with enquiries and complaints from the public.
- Liaises with, informs and educates architects, draughtsmen, developers, engineers and the general public in terms of Municipal requirements, building regulations and relevant legislation.
- Issues Completion and Occupation Certificates on building activities that comply with the National Building Regulations.
- Issues fines for contravening the National Building Regulations.

## **REMUNERATION**

Post Level: **T12 of a Category 1 municipality – R391 643,04 – R508 373,52 per annum  
(R 32 636,92 – R 42 364,46 per month)**

Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements) and 13th  
Cheque

## **STATUS OF POSITION**

Permanent Position

## **COMPETENCY LEVELS**

The competency level for this position is a level 3 of the Building Inspector Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

### **Core Professional Competencies**

Building Development Control; Building Inspectorate Customer Centricity; Legal Administration; Negotiation and Influencing; Ethics and Professionalism;

### **Functional Competencies**

Problem Solving ; Planning and Organising ; Information Management

### **Public Service Orientation Competencies**

Interpersonal Relationships; Communication; Service Delivery Orientation

### **Personal Competencies**

Action Orientation ; Resilience; Change Readiness; Learning Orientation ; Accountability and Ethical Conduct

### **Management/Leadership Competencies**


Impact and Influence; Team Orientation; Direction Setting; Coaching and Mentoring

## **CLOSING DATE**

**Friday 12 September 2025 at 15h00.**

## **GENERAL**

1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **FRIDAY 12 SEPTEMBER 2025 at 15h00**.
2. Applicants are encouraged to submit applications to [jobapplications@pamun.gov.za](mailto:jobapplications@pamun.gov.za).
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
4. Queries can be directed as follow:  
**Job- related enquiries:** Mr Charlton Jafta (Email: [charlton@pamun.gov.za](mailto:charlton@pamun.gov.za)/Tel: 023 541 1036)  
**HR / Job-related enquiries:** Mr. Abridon Sass (Email: [abridon@pamun.gov.za](mailto:abridon@pamun.gov.za) / Tel: 023 541 1036)
5. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.

  
**GWYNNEFER HARDING**  
**ACTING MUNICIPAL MANAGER**  
**22 AUGUST 2025**