



(INTERNAL & EXTERNAL ADVERTISEMENT)

**DIRECTORATE: COMMUNITY SERVICES
DIVISION: HUMAN SETTLEMENT AND HOUSING MANAGEMENT
LOCATION: WORCESTER**

**HOUSING INSPECTOR (PERMANENT)
BASIC SALARY: R 334 289.33 – R 433 928.14 per annum [T11]
Ref: CS/HHM01/1024**

Job Purpose: Coordinate and monitors low cost housing projects (People Housing Projects), compliance to regulations, project managing the construction of housing units and maintenance of municipal rental housing.

Duties:

- Ensuring agreed standards, measures and specifications, applicable to maintenance works are complied with and established outcomes accomplished.
- Ensure that maintenance are carried out in accordance with the Housing Policy.
- effective financial operation of the section within the framework of financial legislation.
- Comply with the relevant legislation, policies and procedures.
- Ensure accurate operational information is maintained and made available on request and Specific administrative reporting deadlines are complied with.
- Ensuring that management decisions are taken in line with associated applications and procedures related to contract maintenance and building work.
- To comply with the Occupational Health and Safety Act.

Minimum Requirements:

- National Diploma in civil/construction industry.
- Computer Literacy: MS Office
- Relevant experience 3 years in building control or construction environment.
- Code B Driver's License
- Good interpersonal and communications skills
- Be able to work independently
- Attention to detail
- Proficient in 2 (two) of the 3 (three) officials' language of the Western Cape.

Competencies: *(For detail description of competencies, read competency level 2 from page 604/770 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)*

Functional Competencies: Discipline Specific, Financial Management, People Management, Planning and Organising , Monitoring and Control, Organisational Awareness, Attention to Detail , Direction Setting , Dispute Resolution , Problem Solving, Negotiation.

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Accountability and ethical conduct.

Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

PLEASE NOTE: *Please read the below conditions carefully, only those who comply with the conditions will be considered*

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Note that BVM is using a new Recruitment Portal which is an online portal.**
4. **Only online applications will be accepted.**
5. To apply in assured confidence, please do so online via the link: <https://bvmjobs.mcidirecthire.com>
6. **Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
7. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government: Municipal Staff Regulations. ‘
8. **For enquiries contact the Human Resources Office at 023 348 4961** or on email address: jobs@bvm.gov.za
9. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
10. Fraudulent qualifications documentation will immediately disqualify any applicant.
11. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **14 November 2024** at 13:00.

The Municipality reserves its right not to make an appointment.