



*"re gatela Pele" "we moving Forward" "ons gaan Vorentoe"*

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

**APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATION FOR THE FOLLOWING VACANT PERMANENT POST**

**DEPARTMENT: TECHNICAL, INFRASTRUCTURE & COMMUNITY SERVICES  
POST: SPATIAL INFORMATION /TOWN PLANNING OFFICER**

**(REFERENCE NO: KLM 09 /2022/2023)**

**ANNUAL REMUNERATION WIL BE BASED ON A R458 750.00 (Task 14)**

**REQUIREMENT AND QUALIFICATIONS:**

- Applicants must be in possession of a National Diploma/Degree in Town Planning.
- The applicant must have minimum experience of 3-5 years working in Local Government Planning Environment.
- Professional Registration: SACPLAN or eligible to register as a professional within 6 months of being appointed.
- Sound knowledge of Municipal Administration and Management of local government legislation.
- Must have the ability to analyse and implement Council policies.
- Good interpersonal skills and personnel management skills
- Driver's Licence.
- Computer Literate (MS. Words, Excel, Power Point, Google Earth and Planet GIS or QGIS)
- Ability to communicate verbally and in written form.

**REASONS FOR QUALIFICATION:** The management and reporting requirements associated with this post requires the applicant to perform all key performance areas associated with Town Planning, Insure alignment of planning legislations and frameworks, contributing to strategic planning processes, prepare business cases and strategic briefs, drafting of Town Planning related policies and items, have in depth application of the principles, systems and regulations associated with specific acts of Local Government, Spatial Planning and Land Use Management Act No 16 of 2013. Experince in Land Use development & management control within a local authority's town and regional planning section or similar environment. The incumbent will also be required to have knowledge and application thereof of the Neighbourhood Planning and Design Guidelines, Infrastructure Master Planning and New Township Development. Provide the assistance and support to the divisional manager and perfume any other reasonable tasks.

**KEY PERFORMANCE AREAS:**

- Maintain and monitor the spatial and non-spatial database information system at a Municipal level.
- Assess statutory and development application in relation to Land Use Management principles.

- Responsible for the formulation and review of sector plans, i.e. Land Use Management Schemes, Spatial Development Frameworks and other related Municipal Plans as informed by the Integrated Development Plan.
- Perform the physical manipulations, conversions and implementation of Computerized Geographical Information Systems.
- Responsible for the planning and implementation of all town planning surveying related activities in the Municipality.
- Responsible for the management and safeguarding of the assets allocated to the Department, Risk Management and able to make inputs and assistance of responses on audit queries/findings as per audit outcome related to the Department.
- Personnel and performance management by directing and controls the key performance indicators and outcomes of personnel of the section.

Financial interest;

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30 ) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to:

Applications can be posted to The Municipal Manager  
 Attention: Mr. W. Blundin  
 Kgatelopele Municipality  
 P.O. Box 43  
 DANIELSKUIL  
 8405

Or can be hand delivered at:

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Senior Human Resource Management: Corporate Services, Ms. M. C. Pienaar (053) 384 8600 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

**CLOSING DATE: 02 September at 12:00pm**