



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 213 / 2025



The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

REGIONAL ADVERTISEMENT

DIRECTORATE: TECHNICAL & PLANNING SERVICES
DIVISION: LAND USE PLANNING / BUILDING CONTROL & MAINTENANCE
JOB TITLE: BUILDING INSPECTOR
(THIS POSITION WILL BE STATIONED IN CLANWILLIAM)

Duties: Co-ordinates tasks / activities associated with the implementation of procedures and, monitors compliance with standards and specifications with regards to new building, additions and renovations to existing structures • Checks and verifies design details and construction specifications detailed on building plan conforms and regulations prior to approval • Liaising with the public, building contractors, consulting engineers, land surveyors, draughtsmen and architects providing guidance and assistance with the application of National Building regulations, and matters relating to new and unconventional building methods • Performs specific administrative tasks / activities associated with the updating and maintaining records / information to work in progress and completed works • Self -evaluation of performance of required tasks and specific administrative tasks / activities associated with work being conducted Performs specific administrative tasks / activities associated with the responding and maintaining records / information of work in progress and completed tasks • The full scope of duties is contained in the job description

Requirements: A relevant National Diploma qualification as stipulated in the national building regulations (3 Year National Diploma in Building Control / N3 Certificate in Building Control or Equivalent) • Code B Drivers Licence • Fluent in two of three official languages of the Western Cape • Computer Literacy MS Office • Attention to Detail • Administration Skills • Protocol and Business Ethics • Good communication abilities • Able to handle conflict • Able to work under pressure • Time management • 3 - 5 years building construction industry experience.

Remuneration: T11 (R 347 854.56 – R 451 556.52) plus normal municipal benefits + vehicle allowance.

The competency level for this position is a level 2 (BUILDING INSPECTOR COMPETENCY FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Functional Competencies	Professional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none">Building Control DevelopmentBuilding Inspectorate	<ul style="list-style-type: none">Organisational AwarenessProblem Solving	<ul style="list-style-type: none">Interpersonal RelationshipsCommunication	<ul style="list-style-type: none">Action and Outcome OrientationResilience	<ul style="list-style-type: none">Team OrientationDirection SettingCoaching and Mentoring



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<p>Customer Centricity</p> <ul style="list-style-type: none">• Legal Administration• Negotiation and Influencing• Ethics and Professionalism	<ul style="list-style-type: none">• Planning and Organising• Information Management	<ul style="list-style-type: none">• Services Delivery Orientation	<ul style="list-style-type: none">• Change Readiness• Learning Orientation• Accountability and Ethical Conduct	<ul style="list-style-type: none">• Impact and Influence
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CLOSING DATE FOR APPLICATIONS: 26 September 2025 at 12h00.

ENQUIRIES: Contact Marianna Bester / Izaan Tieties at 027 482 8000 during office hours.

IMPORTANT:

Forward your application in your own handwriting on the prescribed application form to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 or via email: recruitment@cederbergraad.co.za Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: www.cederbergmunicipality.co.za and must be completed in the applicants own handwriting • Applications must be accompanied by a comprehensive CV with certified copies of qualifications (Not older than three months) and other relevant documents • Applications without the above will not be considered • The Cederberg Municipality reserves the right not to make an appointment • Candidates will be subjected to reference checks • Fraudulent qualifications or documentation will immediately disqualify an applicant • Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant • Correspondence regarding the advertised position will be limited to shortlisted candidates • Do not send original documentation • No CV's or application documents will be returned to candidates for any reason. If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful. Indicate clearly the vacancy you are applying for • should there be any errors or omissions on this advert; the relevant job description, grading and or municipal policies will supersede such error or omission • It is important that applicants must have a South African revenue services (SARS) registration number. Failure to provide a SARS number will disqualify your application.

NO CRIMINAL RECORD (IMPORTANT – VALID SAPS CLEARANCE CERTIFICATE OR PROOF OF APPLICATION OF CLEARANCE CERTIFICATE MUST ACCOMPANY APPLICATION – APPLICANTS MUST PROVIDE A VALID POLICE CLEARANCE CERTIFICATE NOT OLDER THAN 6 MONTHS ON THE DAY OF THE INTERVIEW – APPLICANTS WHO DOES NOT PROVIDE THE VALID CLEARANCE CERTIFICATE ON THE DAY OF THE INTERVIEW WILL AUTOMATICALLY BE DISQUALIFIED

R DE RIDDER
ACTING MUNICIPAL MANAGER