



**WALTER SISULU LOCAL MUNICIPALITY
(BURGERSDORP, MALETSWAI, STEYNSBURG, VENTERSTAD AND JAMES CALATA)**

**NOTICE: 97/2024/2025
INTERNAL/ EXTERNAL ADVERTISEMENT
(The Head Office is based in Burgersdorp)**

The Walter Sisulu Local Municipality is a Category 2 Municipality. It is situated within the Joe Gqabi District Municipal Area, in the Eastern Cape. The municipality is looking for the services of vibrant, committed and suitable, qualified and experienced individuals to fill the following positions:

PLANNING AND ECONOMIC DEVELOPMENT

POSITION: BUILDING INSPECTOR

TASK GRADE 09

SALARY SCALE: R 243381 – R 315931 PER ANNUM

MINIMUM REQUIREMENTS:

- Grade 12
- N6 National Certificate in Building and Civil Construction
- 2 years relevant experience
- Code EB driving license

KEY PERFORMANCE AREA

Key responsibilities will include but not limited to the following:

- Scrutinizing all building proposals in accordance with building plan procedures and submit to the immediate superior for further processing.
- Advising applicants on National Building Regulations requirements including amendments as well as any other departments 'relevant requirement.
- Calculating fees in accordance with laid down tariffs, receipting payments received and forwarding documentations to the immediate superior for further processing.
- Confirming that all building plans comply fully with National Building Regulations, Zoning Scheme Regulations and all relevant Directorate requirements.
- Maintaining and controlling the filing system for approved and outstanding building using laid down procedures to facilitate access retrieval.
- Drafting letters of non-compliance for notifying the public of appropriate action taken and submitting to the immediate superior for further processing.

- Reporting the findings of the conducted inspections and recommend actions to be taken to the immediate superior and parties concerned.
- Registering the completion of buildings and drafts occupancy certificates and submit to the immediate superior for further processing.
- Providing progress reports on building plans to the immediate superior for further processing.
- Attending regular staff briefing and reporting back meetings.
- Completing details on statutory forms, notices and submitting to the immediate superior for verification prior to circulation.
- Completing investigative reports, recording details of findings from inspections and report to immediate superior for perusal and guidance on unresolved/pending outcomes

GENERAL

The Walter Sisulu Local Municipality is an equal opportunity employer and subscribes to the principles of the Employment Equity Act; (Act 55 of 1998). It is a Grade 2 Local Authority. The following normal fringe benefits are applicable to the above-mentioned positions. Vacation Leave, Sick Leave, and Family Responsibility Leave, Bonus, Pension Fund and Medical Aid.

Kindly submit a detailed Curriculum Vitae with original and valid copies of qualifications, and any other relevant documents. Failure to comply with these requirements shall disqualify an applicant. Correspondence will only be entered into with shortlisted candidates. **No faxed copies shall be accepted.** Should you not receive any response within one (1) month after the closing date, please accept that your application was not

Successful. Application forms are obtainable from the website (www.wslm.gov.za) or switchboard/ Reception at the following number 051 633 2441/ 051 653 1819 or enquiries can be made with Mr. Siphoshe the Manager Human Resource Management @ 051 653 1777.

Walter Sisulu Local Municipality is under no obligation to fill the position after the advertisement thereof.

CLOSING DATE: 12 JUNE 2025

Applications together with your CV's must be addressed to:

Attention: Human Resource Office
Municipal Manager
Walter Sisulu Local Municipality
No. 1 Jan Greyling Street
BURGERSDORP
9744



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KHAYA GASHI
MUNICIPAL MANAGER

22 May 2025

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DATE