



## **PERSONNEL VACANCY**

### **CLERK OF WORKS**

**Ref no: PL-HS-CW1**

### **DEPARTMENT: PLANNING AND DEVELOPMENT**

**Division: Housing Projects and Technical Support Services**

**Section: Technical Support**

Applications are herewith invited from suitable candidates for the above post at Drakenstein Municipality, an employer that promotes affirmative action.

### **POST PURPOSE:**

To ensure that the Housing Programme produces the required deliverables to the required standard of quality, and within specified constraints of time and cost. Will primarily be responsible for the quality of the Human Settlement Projects and Programme with special regard to the top structure and other related matters.

### **SELECTION REQUIREMENTS FOR THE POST:**

National Diploma in construction or any other building trade or N3 Building Certificate or equivalent

### **OTHER REQUIREMENTS/ SKILLS:**

- Code B Driver's License
- Computer literacy (Ms Projects/ Excel/ Word)
- Good Communication skills
- Interpersonal and Human Relations skills
- Negotiation skills
- Conflict handling skills
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Good Knowledge of project management approaches
- Ability to work under pressure
- Good knowledge techniques for planning, monitoring and controlling programmes

### **EXPERIENCE:**

6 years practical experience in housing projects

### **SALARY SCALE:**

**TASK LEVEL 09 - Basic salary per annum is R 199 501.90 – R 258 967.65 (excluding pension fund contributions, medical aid contributions and other applicable benefits)**

**Note: Proof of Qualifications are required for assessment. (Copies must be certified)**

The requirements of the Employment Equity Act will be considered for this position, but will not be the only criteria applied.

A service bonus equal to one month's salary is payable and normal fringe benefits related to Local Authorities including a housing allowance for home owners and is subject to certain conditions.

**Note: Canvassing with Councillors or any members of the Appointments Committee is not permitted and will automatically disqualify applicants.**

Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.

Your application can be submitted via email to: [planningjobs@drakenstein.gov.za](mailto:planningjobs@drakenstein.gov.za)

For submission of hardcopies, application forms can be obtained from the Human Resources Offices, PO Box 1, Berg River Boulevard, Paarl 7622, telephone numbers: 021 807 4508/ 021 807 6318/021 807 6253 / 021 807 4597(Mondays to Fridays from 10:00 until 15:00). There will be no forms issued from 12:45 to 13:45. **No fax copies of application forms will be accepted.** Clearly indicate the reference number for the post you are applying for on the application form. Your fully completed application form must be accompanied by your CV (not more than 5 pages) when handing it in.

Please note that no CV's will be returned on the applicant's request, therefore please do not send us your original certificates.

**NB: If you are not contacted within three (3) months after the closing date, please note that you were unsuccessful. No further correspondence will be given to you in this regard.**

**NB: Candidates that arrive late for interviews will be disqualified.**

**Closing date for emailed applications: 15 February 2019 at 23h59**

**Closing date for hardcopies: 15 February 2019 at 15h35**

**CITY MANAGER**