Mbhashe
Local Municipality
Willovale | Dutywa | Elliotdale

All correspondence must be directed to the office of the Municipal Manager.
454 Streatfield Street, Dutywa
Eastern Cape Province
Tel: 047 489 5800
Email: info@mbhashemun.gov.za
www.mbhashemun.gov.za

REF. NO. 4/1/2/6

EXTERNAL ADVERTISEMENT

Mbhashe Municipality is a Category B, a grade three Municipality comprising of Elliotdale, Willowvale and Dutywa and surrounding rural areas in terms of the Municipal Structure Act. It is situated in the North Eastern Cape, and is looking for suitably qualified, motivated and committed individuals to fill the following position.

POST TITLE: TOWN PLANNER
Nature of Employment: PERMANENT
Task Grade: 11
Salary Scale: (R347 854.56- R451 556.52)

Basic Qualifications and Experience:

Requirements: National Diploma or Degree in Town and Regional Planning; A valid Code 08 or 10 Driver's License; Compulsory registration as Professional Planner with South African Council of Planner (SACPLAN); At least four (4) years of proven experience in town planning

Competencies:

- Proficiency in AutoCAD – viewing, editing and converting drawings
- Proficiency in ArcGIS Pro or ArcGIS online including spatial database management
- Ability to support municipal planning processes with GIS tools
- Be well-versed with spatial data analysis, map production, data collection ArcGIS dashboard

Key Performance Areas:

- Assist the immediate supervisor with Land Development Applications – Rezoning, Subdivision, Township Establishment and Consent Use and others.
- Assess the application's compliance with all application submission requirements and standards, title deeds restrictions, planning law, applicable policies and frameworks or plans, and other related disciplines and laws.
- Ensure that applicants submit all the relevant documents submitted with land use applications meet the requirements as set out in applicable guidelines and Planning By-Laws as well as any additional information requested during the pre-application assessment.

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- Draft land use application reports to decision makers by selecting the most appropriate report format, evaluating said applications and making recommendations to approve or refuse statutory land use development applications in accordance with provisions of applicable planning law prior to a decision being taken.
- Provide assistance to the immediate supervisor to evaluate, comment on and recommend appeal applications submitted against decisions taken by the Authorised Official or Planning Tribunal, to ensure that appeals are dealt with according to the prescribed processes.
- Provide assistance and support to the immediate superiors in the management of key processes, applications and requirements related to the development and/or amendment of town planning policies and by-laws, including the establishment of project teams, formulating the project brief, engaging with key stakeholders / role-players, facilitate community involvement, packaging community projects, capacity building interventions for civil society structures, etc to ensure that due consideration is given to critical needs of the institutions and communities concerned.
- Serve as member of the Planning Tribunal of applicable municipality, to attend meetings, obtain all information needed to take a decision, decide on applications before the Tribunal and ensure that decisions taken by the Tribunal are aligned with applicable planning laws, agreements, delegations and powers assigned to it by the Council concerned.

POST TITLE: FACILITIES OFFICER
Nature of Employment: PERMANENT
Task Grade: 9
Salary Scale: (R261 708.84- R339 704.40)

Minimum Requirements:

- Qualifications: National Diploma in Built Environment.
- Minimum work experience of 3 years in the built environment.
- Registration as a Candidate Quantity Surveyor with the South African Council for Quantity Surveying Profession will be an added advantage.
- Valid vehicle driving license Code B.
- Project Management & Construction management will be an added advantage.
- Must have computer skills, preferably in Excel, report writing skills, as well as analytical and communication skills.

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Key Performance Areas:

- Assesses the state of facilities and equipment inspection to ensure optimal functioning and reports deficiencies identified to the supervisor to facilitate corrective action.
- Assist in the preparation of tender documents and submit them to the supervisor for approval of the final tender documents.
- Prepare budget proposals, scopes of work, and cost estimates for projects related to maintenance, repairs, improvements, upgrades, and modifications of facilities and equipment.
- Plans the utilization of space and facilities consistent with the requirements of organizational efficiency.
- Assist with the development and implementation of facilities and equipment maintenance schedules, health and safety policies, guidelines, and procedures.
- Monitors contracts performing contracted services related to the maintenance, refurbishment, repair, and upgrade to ensure work is completed according to specification.
- Assist in developing and maintaining an efficient and up-to-date facilities management information database.
- Participate in planning for the efficient and cost-effective continuation of maintenance and management of sub-sections.
- Maintain proper inventories with terms of reference.
- Prepare bid specification with tens of references.
- Supervise and provide direction in the functioning of subordinates.
- Evaluate completed work by the service provider, upon satisfactory preparation of payment certificate and project close- out report.
- Monitor the performance of appointed service providers for municipal facilities as per the scope of work and report.
- Set minimum standards for design use to achieve the desired quality, safety, and reasonable project life span.
- Monitor sectional expenditure patterns and operating estimates of expenditure against the approved budget allocation and prepare a report thereof.
- Prepare draft procurement plans.
- Attend to special maintenance requests from section heads.
- Other related duties as may be required.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Ability to effectively communicate both orally and in writing.
- Knowledge of law and regulations about the built environment/ construction management

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FRINGE BENEFITS

In addition to the above salary for the post the municipality will offer a 13th cheque and further contribute towards the employee's Provident/Pension Fund and Medical Aid in accordance with its policy.

Applicants must attach application form obtainable from our website accompanied by recent Curriculum Vitae as well as originally certified copy of an identity Document, originally certified copy of education qualifications and originally certified copy of valid driver's license where applicable and a proof of residence not older than three months. (No copies of certified copies allowed, certification should not be more than six months old).

Please note that failure to submit all the requested documents and incomplete, late faxed and e-mailed application will result in the application not being considered. Fraudulent qualifications and CANVASSING of Councillors and Officials will disqualify an applicant with immediate effect. Council will not be responsible for original documents sent with application. Persons with disability are encouraged to apply

For the attention of:	or hand delivery to
The Human Resources Office	the Reception
P.O. Box 25, Idutywa 5000	454 Streatfield Street, Idutywa 5000

Enquiries should be directed to Ms. N. Mahlathi – Nkuhlu at 047 489 5800/ 5809

IMPORTANT NOTICE TO APPLICANTS: Mbhashe Municipality Council is committed to the provisions of Employment Equity Act No 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Should the candidates not be informed of the outcomes of their applications within 30 days after the closing date, they may regard themselves as having been unsuccessful.

Shortlisted candidates will be subjected to qualifications verification process, security vetting

Date advertised: 28 May 2026

Closing Date: 11 June 2026 not later than 15H30

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Should you be interested in the post, please visit Mbhashe Local Municipality website at www.mbhashemun.gov.za.

Recommended By:

N. Mahlati-Nkuhlu
Senior Manager Corporate Services

Approved By:

27/05/2026

M. Nako
Municipal Manager