MSUKALIGWA LOCAL MUNICIPALITY

CIVIC CENTRE BUIDING • C/O KERK & TAUTE STREET • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350
PO BOX 48 • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350



WE ARE HIRING (VACANCIES)

EXTERNAL & INTERNAL VACANCY

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position.

Name of Department	**Planning & Economic Development**
Job Post Name	**Assistant Town Planner**
Duration	Permanent
Task Grade 13	R495 954.96 p/a
Reference Number	MSU/PED/01/08/26
Location	Ermelo

QUALIFICATIONS

- Grade 12 or **NQF Level 4 equivalent**
- B. Tech/ Honors Degree in Town/Urban & Reginal Planning **NQF Level 7 or equivalent qualification**
- Registered or eligible to register with South African Council of Town & Regional Planners
- Computer literate – Office Applications.

EXPERIENCE

- Minimum of 2–3 years' relevant experience.

KEY COMPETENCIES

- High level of accuracy and attention to detail.
- Strong analytical, research and problem-solving skills.
- Excellent communication, interpersonal and presentation skills.
- Excellent report writing and technical drafting skills.
- Ability to interpret legislation, policies and planning frameworks.
- Ability to work independently and as part of a multidisciplinary team.
- Good organisational and time management skills.
- Ability to manage multiple projects and meet deadlines.
- Professionalism, integrity and sound judgement.
- Computer literacy, including GIS and Microsoft Office applications.

KNOWLEDGE

- Sound knowledge of Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013) (SPLUMA).
- Sound knowledge of municipal land use planning processes and development application procedures.
- Knowledge of Integrated Development Planning (IDP) and Spatial Development Framework (SDF) processes.
- Knowledge of town and regional planning principles and practices.
- Knowledge of Geographic Information Systems (GIS) applications.
- Understanding of the Municipal Systems Act, Municipal Structures Act and other applicable local government legislation.
- Knowledge of research methodologies, planning policies and development control.
- Understanding of environmental and sustainable development principles.

DUTIES

- Assist with the implementation and review of the Municipal Spatial Development Framework (SDF), Land Use Scheme and other spatial planning initiatives.
- Process and evaluate land use and development applications in accordance with SPLUMA, municipal by-laws, policies and other applicable legislation.
- Conduct site inspections and planning investigations to support decision-making on development applications.
- Prepare technical reports, recommendations and Council submissions relating to planning and land use matters.
- Assist with the preparation, implementation and monitoring of Integrated Development Plan (IDP) spatial planning components.
- Compile, maintain and update planning records, land use registers and GIS databases.
- Undertake planning research, data collection and spatial analysis to support planning projects and policy development.
- Provide planning advice and technical support to internal departments, developers, consultants and members of the public.
- Participate in public participation processes and stakeholder engagements relating to planning projects and development applications.
- Ensure compliance with applicable planning legislation, municipal policies and planning standards.
- Assist in the preparation of strategic planning documents, precinct plans and local area development plans.
- Perform any other planning-related duties as delegated by the Manager.

***Please Note**:*

- All applications must be accompanied by certified copies of ID and all educational qualifications, and they should not be older than 6 months. Applications received after the closing date will not be considered.
- Due to large number of applications, we envisaged to receive, applications will not be acknowledged.
- Should you not be contacted within 3 months after the closing date, consider your application unsuccessful.
- The municipality reserves the right to appoint or not to appoint any person. **VETTING & EQUITY IS THE MUNICIPAL PRIMARY SELECTION CRITERIA; THEREFORE, ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING** INCLUDING REFERENCE CHECKING AGAINST SOCIAL MEDIA PROFILES. CANVASSING WILL LEAD TO DISQUALIFICATION

Application forms and full detailed information about the advertised position is available on the Msukaligwa Local Municipality website (www.msukaligwa.gov.za) and Facebook page / HR office.

Application form, detailed CV, ID, and Driver's License must be posted / couriered to Msukaligwa Local Municipality, P O Box 48, Ermelo 2350 or hand delivered to the Corporate Services (HR Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director Corporate Services. For any further enquiries pertaining the advertised position, please do not hesitate to contact the Manager: Human Resources Ms. LP Mnisi at 017 801 3584.

"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL" THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON.

Report Fraud and Corruption – National Anti-Corruption hotline- 0800 701 701 (free) or SMS 39772.

CLOSING DATE: 31 August 2026

Endorsed by.

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Mr. M. Kunene
Municipal Manager

Date