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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
**Assistant Director: National Building
Regulation**

APPLICATION REQUIREMENTS


- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.


DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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ASSISTANT DIRECTOR: NATIONAL BUILDING REGULATION

DEPARTMENT:	Development Planning
BRANCH:	Building Development Management
DESIGNATION:	Assistant Director: National Building Regulation
REMUNERATION:	R49 989,72 pm (basic salary, excluding benefits)
LOCATION:	158 Civic Boulevard, Braamfontein

Minimum Requirements:

- A Degree/NQF Level 7 qualification in one of the following disciplines:
 - Architecture
 - Construction Management
 - Civil Engineering
 - Structural
 - Building Management
 - Building Science
 - Building Surveying
- 6 – 8 years of extensive experience in the building industry or building construction experience.
- National Building Regulations and Town Planning Schemes.
- 4 years' experience in the building industry at management level.
- Not less than 6 years of appropriate experience with a healthy balance between technical and managerial experience, preferably within the Building Control Department of a large local authority.

Primary Function:

The Assistant Director: National Building Regulations is required to manage the allocated Region/s to ensure proper management of the built environment in terms of safety, structural stability, and health building through the strategic and tactical implementation of the National Building Regulations and Building Standards Act, No 103 of 1977 (as amended); the National Building Regulations as stipulated in the SABS 0400 Code of Practice; Council By-Laws; the Town Planning Schemes and any other applicable legislation.

Key Performance Areas:

- Management Functions.
- Manage and empower staff in the allocated Region/s.
- Risk and Asset Management.
- Manage the inspection of building works in progress in the Region/s to ensure that the building works comply with the approved building plan and the National Building Regulations and Building Standards Act, 103 of 1977, as amended and the National Building Regulations as stipulated in the SABS 10400 code of practice.



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- Compile and consolidate statistics for all the processes of the building inspections to ensure statistics and performance information is made available on services rendered by the allocated Region/s.
- May be required to perform various ad-hoc duties delegated by the Deputy Director: Building Control to ensure that the Deputy Director: Building Control receives professional management support for the achievement of the Sub-Directorate's objectives.
- Manage and control correspondence, queries, and enquiries elevated by the Chief Building Inspector to ensure that escalated correspondence is addressed.
- Provide on-the-job training to subordinates to ensure that staff is effectively trained on all relevant processes and systems and have a clear understanding of what is required and expected for the efficient functioning of the unit.
- Relationship Management/Liaison.

Leading Competencies:


- Planning and development.
- Performance Management.
- Monitoring and Evaluation Impact Analysis, Standardisation and Reporting.
- Stakeholders Engagement and Management.
- Town Planning Applications.
- System Management.
- Governance and Risk People Management and Supervision (Human Resource Management).
- Asset and Resource Management.


Core Competencies:

- Demonstrated skills in quantitative data analysis, data management (maintaining a database, quality control measures), and in the presentation of results for the identification of best practices and to inform decision-making.
- Proficiency in using database and statistical software is required as well as strong skills in Excel, Word, PowerPoint, and mobile technologies to report data.
- Problem solving.
- Good time management.
- Good communication (verbal and written) and good interpersonal and coordination skills are required.
- Batho Pele Principles.
- Ethics, Integrity, and COJ values.
- Confidentiality of staff personal information is to be maintained at all times.
- Loyalty.
- Moral competence.
- Planning and organizing.
- Analysis and innovation.
- Knowledge and information management.
- Communication and results and quality focus.



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“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1f-w8EQOQSSWF4q7xL-2NYgew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Kgomotso Aphane

Email address for **ENQUIRIES ONLY:** KgomotsoA@joburg.org.za

CLOSING DATE: TUESDAY, 19 MARCH 2024

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation.