

# Job Specification

| Job Title                    | Project Officer: Town Planning  |
|------------------------------|---|
| <b>Category</b>              | Permanent Position  |
| <b>Division</b>              | Development, Planning and Infrastructure  |
| <b>Reporting To</b>          | Town Planning Manager   |
| <b>Job Level</b>             | Paterson Grade C3   |
| <b>Job Purpose Statement</b> | To provide technical support to DTPC Development Planning and Infrastructure Department for the administration and processing of all land use management and spatial planning projects.   |
| <b>Key Performance Areas</b> | <p><b>Land Use Planning and Statutory Planning</b></p> <ul style="list-style-type: none"> <li>● Preparation and collation of all planning applications.</li> <li>● Site Development Plan assessment in line with municipal by-laws and National Building Regulations on DTPC projects.</li> <li>● Liase with the competent authorities on all development applications submitted to municipal departments.</li> <li>● Conversant and able to competently apply all municipal planning by-laws and regulations relevant to the build environment.</li> <li>● Contribute to the development and review of all DTPC precinct plans and development manuals in order to achieve the organisations development objectives.</li> </ul>  |
|                              | <p><b>Design Review Panel - Site Development Plans and Precinct Planning</b></p> <ul style="list-style-type: none"> <li>● Assist developers with regulatory processes and planning applications for submission to the municipality.</li> <li>● Assessment of developers' site development plans and building plans for submission to the municipality.</li> <li>● Advise developers to ensure they comply with the relevant objectives, controls, standards, policies and objectives.</li> <li>● Assist with the administration of the Design Review Panel internally and ensuring the efficiency and effectiveness of system.</li> <li>● Assist in the implementation of DTPC precinct plans and development manuals.</li> </ul> |

**Qualifications, Knowledge, Skills and Competencies Required**

**General Administration and Research**

- Assist with research for the development of land use and spatial planning related projects and policies.
- Refine, set up, and management of a departmental plan management system.
- Assist with procurement processes and supply chain management for all land use management and spatial planning projects.

**GIS and CAD**

- Conduct drawings in Geographic Information Systems packages (preferably ArcGIS).
- Conduct drawings in AutoCAD.

- National Diploma or Bachelor's Degree in Town and Regional Planning or Development Studies related field
- Eligibility for registration as a Technical / Professional Town Planner within two years in terms of the Planning Professions Act, 2002 and SACPLAN
- Code 08/ EB Driver's Licence
- 3 years practical work experience
- Knowledge of Planning related National and Provincial Legislation (in particular KZN Planning and Development Act and the Spatial Planning and Land Use Management Act) and relevant municipality by-laws
- Basic knowledge and experience with AutoCAD and ArcGIS
- Planning and organisational skills
- Report writing skills
- Ability to build relationships at all levels
- Team player
- Good communication skills
- Attention to detail

**Opening Date**

25 August 2019

**Closing Date**

8 September 2019

**Employment Equity**

Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

**Recruitment and Selection Process**

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1<sup>st</sup> Round Panel Interview;
- Psychometric Assessment/s; and
- Verification Checks.

**Verification Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen;
- Drivers License; and
- Positive verification of current remuneration package.

**Remuneration and Benefits**

R375,547 – R525,790 Annual Basic Salary.

R506-15 Medical Aid Allowance per month.

Company Contribution to Provident Fund and Approved Group Risk Benefit.

Non-guaranteed performance bonus.

20 Working days leave per annum.

**Application Forwarding Details**

[HR@dubetradeport.co.za](mailto:HR@dubetradeport.co.za)