

Development Management is recruiting positions available in both a new Strategic Development Hub (SDH) as well as in its 8 District offices.

Strategic Development Hub

The new Strategic Development Hub will provide a dedicated, specialist service for high-value and high-impact development applications, ensuring that projects of strategic importance to the City receive focused coordination and the appropriate level of technical expertise. The Hub, based in Cape Town Central Business Area for the time being, will manage complex private-sector and public-sector developments through a coordinated, multi-disciplinary model, with dedicated capacity to streamline decision-making, resolve interdepartmental issues and provides a relationship-led interface with applicants. This differentiated approach will enable the City to align its resources and governance to the scale, complexity and strategic value of major developments, while improving certainty, coordination and turnaround times.

Streamlined Districts

Streamlined District Offices will focus on the efficient, high-throughput processing of routine transactional and minor applications, ensuring that the majority of lower-complexity development work is handled quickly and consistently at district level. These teams will remain close to the communities they serve, providing accessible local support and enabling issues to be addressed at source where support is needed. The teams will be structured around standardised processes, clear Decisionmaking

pathways and appropriate levels of delegation, enabling resources to be focused on volume processing while maintaining service quality and compliance. Minor applications will increasingly benefit from streamlined screening, standardised assessment and automated or AI-assisted compliance checks, allowing district teams to process high volumes effectively while reserving specialist capacity for more complex and strategic applications.

JOB OPPORTUNITY

SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT ADMINISTRATIVE OFFICER 2 (PRINCIPAL TECHNICAL OFFICER - CUSTOMER INTERFACE)

BASIC SALARY COMMENCING FROM R 493 128 – R 544 394 PER ANNUM

• REF NO: SPE 74/26

Requirements:

- Grade 12
- 5 – 8 years' relevant experience in a Planning & Building Development Environment dealing with Planning and Building
- Development applications, which should include supervisory experience at an appropriate level;
- Computer literacy, MS Office;
- Good knowledge of local government related legislation and policies.

Key performance areas:

- Manage the land-use planning and building development management functions at a district level to ensure the effective and efficient processing of applications
 - Conduct forward planning initiatives that identify immediate, short- and long-term objectives/plans within a District Office with respect to land-use and building development applications as well as customer service delivery
 - Control outcomes associated with the utilisation, productivity and performance of personnel in the District Office (approximately 50 staff members)
 - Monitor expenditure against the approved operational budget
 - Control the professional, technical and operational outcomes associated with land-use planning and building development management functions
 - Disseminate functional and operational information on the immediate, short- and long-term objectives and current developments, problems and constraints through structured relationship management and communication
-

**SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
ADMINISTRATIVE OFFICER 3 (SECTION HEAD CUSTOMER
INTERFACE)**

BASIC SALARY COMMENCING FROM R 558 042 – R 665 482 PER ANNUM

• REF NO: SPE 75/26

Requirements:

- Grade 12
- A relevant three-year tertiary qualification, preferably a National Diploma or B Degree, will be advantageous
- 5-8 years' relevant experience of which 2 years must be at supervisory level.
- Valid code B driver's licence will be advantageous
- Computer literacy: MS Office
- Good knowledge of local government related legislation and policies.

Key performance areas:

- Collating information and/ or conducting investigations to establish facts for inclusion into responses to internal/external communications.
 - Providing periodic progress reports to director / managers for/on event and promotional marketing projects
 - Interacting with districts with a view to consolidating, referring and responding to specific problems or clarifying procedural interpretation and understanding.
 - Managing and monitoring a variety of projects / subprojects and adhoc requests for visual communication
-

**SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
PLANS EXAMINER**

BASIC SALARY COMMENCING FROM R 493 128 – R 544 394 PER ANNUM

• REF NO: SPE 76/26

Requirements:

- A relevant three-year tertiary qualification in any built environment discipline
- Minimum two (2) years' relevant experience
- Knowledge of the implementation of National Building Regulations and SABS Code regulations and requirements
- Professional registration with a recognised Built Environment Council will be advantageous.
- Computer literacy in MS Office
- A Valid Code B driver's licence.

Key performance areas:

- Process building development applications
 - Ensure compliance with all applicable regulations and laws
 - Liaise with external and internal parties
 - Perform administrative duties.
-

SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
SENIOR PLANS EXAMINER
BASIC SALARY COMMENCING FROM R 558 042 – R 586 746 PER ANNUM
• REF NO: SPE 77/26

Requirements:

- A relevant three-year tertiary qualification in any Built Environment discipline
- Two (2) to Five (5) years appropriate experience
- Knowledge of the implementation of National Building Regulations and SANS standards and requirements
- Professional registration with a recognised Built Environment Council will be advantageous
- Computer literacy in MS Office Applications
- A valid Code B driver's licence

Key performance areas:

- Process building development applications
 - Ensure compliance with all applicable regulations, requirements and laws
 - Perform administration duties
 - Liaise with internal and external parties
-

SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
SENIOR BUILDING INSPECTOR
BASIC SALARY COMMENCING FROM R 558 042 – R 586 746 PER ANNUM
• REF NO: SPE 78/26

Requirements:

- A relevant National Diploma qualification as stipulated in the national building regulations;
- Five (5) to Eight (8) years' experience as a Building Inspector;
- Eligibility for registration as a Peace Officer (Law Enforcement Officer);
- Knowledge of the National Building Regulations Act, Building Standards Act and all other applicable legislation;
- Proficiency in the full MS Suite; and
- A valid Code B Drivers' License

Key performance areas:

- Supervise the Building Inspectorate;
 - Undertake Inspectorate duties involved in the building development process;
 - Perform site/ counter duties;
 - Undertake site inspections to ensure compliance with relevant legislation;
 - Perform legal administrative functions; and
 - Manage staff administration
-

SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
PRINCIPAL BUILDING INSPECTOR
BASIC SALARY COMMENCING FROM R 616 161 – R 665 482 PER ANNUM
• REF NO: SPE 79/26

Requirements:

- A relevant National Diploma qualification as stipulated in the national building regulations;
- More than 8 years' building industry experience;
- A minimum of 3 years' appropriate supervisory experience;
- Eligibility for registration as a Peace Officer (Law Enforcement Officer);
- Knowledge of the National Building Regulations, Building Standards Act, and other applicable legislation; Knowledge of the criminal prosecution process;
- Computer literacy in MS Office applications;
- Willingness to work flexible hours; and
- A valid Code B Driver's license.

Key performance areas:

- Supervise the building inspectorate;
 - Undertake duties involved in the building development process;
 - Perform site/counter duty;
 - Undertake site inspections to ensure compliance with relevant legislation;
 - Perform legal administrative functions;
 - Manage staff administration; and make recommendations regarding building plan applications, as and when required.
-

SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
CHIEF PLANS EXAMINER
TCOE SALARY COMMENCING FROM R 1 122 322 – R 1 522 702 PER ANNUM
• REF NO: SPE 80/26

Requirements:

- A relevant three-year tertiary qualification in any relevant Built Environment discipline
- Knowledge and implementation of the National Building Regulations and the South African • Professional registration with a recognised Built Environment Council will be advantageous.
- Computer literacy in MS Office
- A Valid Code B driver's licence
- A minimum of eight (8) years' appropriate experience with supervisory experience at an appropriate level.

Key performance areas:

- Managing the processing of Building Development Applications
 - Ensuring that building development applications comply with all National Building Regulations and Standards as well as all applicable legislation and the approved tariff structure
 - Liaising with external and internal parties regarding building development applications
 - Supervising and managing subordinate staff
 - Administering and coordinating the building development assessment process.
-

SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
BUILDING CONTROL OFFICER (BCO)
TCOE SALARY COMMENCING FROM R 1 122 322 – R 1 522 702 PER ANNUM
• REF NO: SPE 81/26

Requirements:

- A relevant three-year tertiary qualification in any of the applicable relevant disciplines: Civil Engineering; Structural
- Engineering; Architecture; Building Management; Building Science; Building Surveying; or Quantity Surveying
- 5 – 8 years relevant experience within the local authority Building Control Management environment of which 3 years need to be on a supervisory level
- An in-depth knowledge of the National Building Regulations and all applicable legislation
- Professional registration with a recognised Built Environment Council will be advantageous.
- Computer literacy
- A valid Code B driver's licence.

Key performance areas:

- Carry out the functions of a District Building Control Officer as defined in Section 6 of the Nation Building Regulations and Building Standards Act, No. 103 of 1977, under the delegated authority from the City Building Control Officer
 - Make recommendations under the delegated authority of the City Building Control Officer to the City regarding building plan applications
 - Ensure that instructions given in terms of the relevant legislation are carried out by undertaking inspections to verify that the legislated building control obligations of the City are being professionally and rigorously fulfilled
-

SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
ASSISTANT PROFESSIONAL OFFICER: LAND USE MANAGEMENT
BASIC SALARY COMMENCING FROM R 435 532 – R 544 394 PER ANNUM
• REF NO: SPE 82/26

Requirements:

- A relevant tertiary qualification, preferably a B degree/National Diploma in Town and Regional Planning
- Working towards registration as a professional planner / architect / urban designer i.e. candidate member
- Zero (0) to two (2) years' relevant experience
- Some working knowledge of SPLUMA, LUPA, City of Cape Town MPBL and OMS and other related legislation and policies;
- Computer literacy particularly in SAP/DAMS and MS Office
- A valid Code B driver's licence
- Public communication/liaison skills as well as professional report writing skills would be advantageous.

Key performance areas:

- Provide technical assistance and advice on the processing of land use development applications to applicants, developers and the public at the service counter as well as on an appointment basis
- Ensure that applications submitted are complete and comply with applicable legislation, policies and operational requirements
- Facilitate the processing and assessing of land-use development applications within one of eight district offices

- Write reports and manage a caseload
 - Updating the electronic system during the processing
 - Finalise land use applications. coordination and implementation of CPP
-

**SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
PROFESSIONAL OFFICER: LAND USE MANAGEMENT
BASIC SALARY COMMENCING FROM R 558 042 – R 665 482 PER ANNUM
• REF NO: SPE 83/26**

Requirements:

- Relevant B degree in Town and Regional Planning
- Two (2) to five (5) years' relevant experience
- Sound working knowledge of SPLUMA, LUPA, City of Cape Town MPBL and OMS and other related legislation and policies
- A Registered Planner with SACPLAN
- Computer literacy particularly in SAP/DAMS and MS Office
- A valid Code B driver's licence.

Key performance areas:

- Provide advice to applicants and developers with regard to land-use development applications, including policy context
 - and interpretation as well as operational requirements
 - Facilitate the processing and assessing of land-use development applications within one of eight district offices
 - Ensure that legislated timeframes and protocols are met and adhered to
 - Assist with and comment on the development and maintenance of land-use management or planning policies and operational requirements to ensure continuously improved service delivery
 - Write reports and manage an extensive caseload.
-

**SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
SENIOR PROFESSIONAL OFFICER: LAND USE MANAGEMENT
TCOE SALARY COMMENCING R 1 122 322 – R 1 522 702 PER ANNUM
• REF NO: SPE 84/26**

Requirements:

- A relevant B degree in Town and Regional Planning
- Five (5) to Eight (8) years' relevant postgraduate experience at an appropriate level including two (2) years' related supervisory experience
- A Registered Planner with SACPLAN
- Sound working knowledge of SPLUMA, LUPA, City of Cape Town MPBL and DMS and other related legislation and policies
- Computer literacy particularly in SAP/DAMS and MS Office
- A valid Code B driver's licence.

Key performance areas:

- Supervise and provide quality control with regard to the processing of land use applications
 - Provide advice to applicants and developers with regard to land-use development applications, including policy context and interpretation
 - Manage the processing and assessing of land-use applications within one of the eight district offices
 - Ensure that legislated timeframes and protocols are met and adhered to
 - Assist in the development of land-use management policies
 - Provide advice and mentorship to junior staff
 - Undertake Projects and tasks assigned
-

SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
PRINCIPAL PROFESSIONAL OFFICER: LAND USE MANAGEMENT
BASIC SALARY COMMENCING FROM R 1 370 030 - R 1 905 266 PER ANNUM
● REF NO: SPE 85/26

Requirements:

- Professional degree in Town and Regional Planning or equivalent (4-year undergraduate or postgraduate [Masters]);
- Minimum of eight (8) years' relevant experience, including at least 2 years related supervisory experience;
- Working knowledge of all Town Planning and Local Government Legislation inclusive of Zoning / Development Management Schemes, MSA, NEMA Regulations, City of Cape Town Municipal Planning By-Law and other related legislation and policies;
- A Registered Planner with SACPLAN
- Advanced computer skills in MS Office Suite and Excel
- A valid Code B driver's licence

Key performance areas:

- Managing and processing complex land use development applications and delivering on assigned tasks, operational requirements, standardised processes and local policy development, as well as providing assistance to applicants, developers and the general public,
 - Facilitating and managing the processing of land use development applications and providing leadership and supervision to subordinate staff to ensure that land use development applications are processed expeditiously in terms of the provisions of operational policies, requirements and relevant legislation;
 - Providing and explaining operational requirements for land use development applications to applicants, developers and the general public
 - Providing applicants, developers and the general public with technical assistance on the processing of complex and other land use applications, as well as land use management processes and information
 - Providing technical leadership and supervision to subordinate staff in respect of processing development applications and applying land use management processes and information
 - Providing assistance and support to Section Head on Strategic management of Section
-

SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
SECTION HEAD: BUILDING DEVELOPMENT MANAGEMENT
BASIC SALARY COMMENCING FROM R 1 370 030 – R 1 905 266 PER ANNUM
• REF NO: SPE 86/26

Requirements:

- A relevant three-year tertiary qualification (e.g. Architecture/Quantity Surveying) in any Built Environment discipline
- Extensive experience at an appropriate level in a similar function, including plans approval
- Five (5) to eight (8) years' supervisory/managerial experience
- Thorough knowledge and implementation of the National Building Regulations (NBR) and SANS 10400 requirements
- Professional registration with a recognised Built Environment Council will be advantageous.
- Computer literacy (particularly in MS Office)
- A valid Code B (08) driver's licence.

Key performance areas:

- Managing the building development function at District level to ensure the effective processing of building development applications, inspections and law enforcement
- Managing the systems and operational requirements related to the processing of building applications for the District
- Approving or refusing building plan applications as recommended by the Building Control Officer
- Ensuring compliance with the NBR and all other applicable laws as required by Section 7 of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)
- Liaising with plans examiners and architectural professionals
- Providing input into current and future interventions necessary to achieve acceptable levels and standards with regard to the Department's performance and service delivery plans.

SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
SECTION HEAD: LAND USE MANAGEMENT
BASIC SALARY COMMENCING FROM R 1 370 030 – R 1 905 266 PER ANNUM
• REF NO: SPE 87/26

Requirements:

- A relevant three-year tertiary qualification in Town Planning
- Five (5) to eight (8) years' supervisory/managerial experience
- Registration as a Professional Planner with SACPLAN
- Working knowledge of Planning/Local Government legislation,
- Land-Use Schemes, MSA, NEMA Regulations and other related legislation and policies
- Computer literacy (particularly in MS Office and SAP)
- A valid driver's licence.

Key performance areas:

- Undertake strategic management of the District Land Use Management Section
 - Perform technical and operational management of the Land Use Section
 - Manage personnel to achieve performance outcomes.
 - Overseeing all aspects of quality control within the land use management function of a District Planning office
 - Taking responsibility for all Land Use Management operational processes and systems and providing strategic support within the District Planning office
 - Representing the District Planning office and the department at relevant decision making committees
-

**SPATIAL PLANNING & ENVIRONMENT: DEVELOPMENT MANAGEMENT
DISTRICT MANAGER
TCOE SALARY COMMENCING FROM R 1 552 377 – R 2 098 744 PER ANNUM
• REF NO: SPE 88/26**

Requirements:

- A relevant three-year tertiary qualification, preferably a B degree
- Professional Registration within the Built Environment is highly advantageous
- 8 years or more managerial / leadership experience
- Computer literacy (proficiency in SAP is advantageous)
- A valid Code B driver's licence

Key performance areas:

- Manage the land-use planning and building development management functions at a district level to ensure the effective and efficient processing of applications
- Conduct forward planning initiatives that identify immediate, short- and long-term objectives/plans within a District Office with respect to land-use and building development applications as well as customer service delivery
- Control outcomes associated with the utilisation, productivity and performance of personnel in the District Office (approximately 50 staff members)
- Monitor expenditure against the approved operational budget
- Control the professional, technical and operational outcomes associated with land-use planning and building development management functions
- Disseminate functional and operational information on the immediate, short- and long-term objectives and current, problems and constraints through structured relationship management and communication

Please apply online at www.capetown.gov.za/careers (external applicants) or via the SAP Portal (internal applicants) unless otherwise stated.

By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent employment.

Closing date: 25 September 2026

- Please quote the reference number of the vacancy in all communications.
- Certified copies of qualifications must be available on request.
- Copies of supporting documents will not be returned.
- Kindly note that applications will not be acknowledged in writing.
- Visit our website at www.capetown.gov.za/careers
- No late applications will be considered.
- If no notification of appointment is received within three (3) months of the closing date, please accept that your application was unsuccessful.