

## ***MUNICIPAL COUNCIL OF MBABANE***



*“Responsive Quality Services on Time”*

### **ASSISTANT CITY PLANNER**

The Municipal Council of Mbabane is strategically positioning itself to become the preferred destination in Southern Africa Offering Quality Life. To achieve this vision we seek the services of highly motivated Staff to join our team and make a difference to the Council and its stakeholders. Applications are invited from suitably qualified candidates for the position of **Assistant City Planner (Community Development)**, which has become vacant in the **COMMUNITY SERVICES DEPARTMENT**

Your main responsibilities will be to assist the Director Community Services in the Management of all physical Development.

#### **On a day-to-day basis you will be expected to:**

- Manage/ control development in the informal settlement
- Identify affected parties in the evaluation process of due affected structures
- Negotiate with affected parties and facilitate compensation payments
- identify plot beacons to plot allocates in upgraded area
- Provide recommendation and advice to the Director relating to changes in any policies, strategies or legislation related to town planning.
- Develop plot pricing model
- Prepare township layouts
- Prepare plot sale strategy
- Represent Council in plot allocation process
- Supervise plot sales process
- Prepare budget for section and monitor implementation
- Prepare and produce periodic report on the operation of the section
- Assist in administration of the department.

#### **REQUIRMENTS**

- Must possess a Degree in Town and Regional Planning
- Must be registered as a Town and Regional Planner
- Must have three years' experience
- Must have a valid driver's licence
- Must be competent in Town Planning and Layout Designs

- Must be computer literate
- Must have excellent interpersonal skills
- Must have excellent negotiation skills
- Must be of good mannerism and sober habits.
- Must possess excellent report writing skills.

### **Applications**

Please send applications accompanied by a full CV with certified copies of academic qualifications marked "Assistant City Planner" to:

**Human Resources Manager**  
**Municipal Council of Mbabane**  
**P.O. Box 1**  
**MBABANE**  
**H100**  
**Email: [recruitment@mbacity.org.sz](mailto:recruitment@mbacity.org.sz)**

**The closing date for applications is 17 November 2017.**