



SWARTLAND MUNICIPALITY

Swartland Municipality ensures the wellbeing of all communities within the Swartland region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. Women and persons with disabilities are encouraged to apply.

Swartland Municipality, with its head office in Malmesbury, services the towns of Malmesbury, Yzerfontein, Moorreesburg, Darling, Koringberg, Abbottsdale, Kalbaskraal, Chatsworth, Riverlands, Riebeeck West and Riebeeck Kasteel. The hub of the Swartland offers you the best of two worlds. You work and live in a tranquil, rural environment with all the modern amenities at hand. When you want to get away from it all, Cape Town is barely 60 km away, while various resorts along the picturesque West Coast are literally just around the corner.

The Municipality currently offers the following vacancy (ies) and awaits applications from competent persons who comply with the minimum job requirements.

VACANCY INTERNAL AND EXTERNAL APPLICATIONS WILL BE ACCEPTED

JOB TITLE: VALUER

Place of Work: Malmesbury

Vacancy reference number: V27/25

DIRECTORATE: DEVELOPMENT SERVICES

Requirements:	<ul style="list-style-type: none"> • Driver's License – Code B • Computer literacy MS Word • Has the skill to measure and diagrammatize building sections. • Can compile value sales for residential property assessment and understands the concepts of comparable, residual, cost and income valuations. • Establishes whether property sales conform with market norms. • Investigates and assesses the content of property valuation objections. • Communicates confidently and effectively with ratepayers, owners and objectors. • Explains municipal rating and valuation policies. • Understands basic applications of Swartland's Land Information, GIS and valuation systems. • Must be able to read and understand planning and development maps and charts.
Qualification:	<ul style="list-style-type: none"> • A relevant 3-year tertiary qualification and • Eligibility to be registered as a Professional Valuer or Professional Associated Valuer in terms of the Property Valuers Profession Act, within 12 months of appointment.
Experience:	<ul style="list-style-type: none"> • 5-8 years relevant experience across all property valuation areas
Job Purpose:	<ul style="list-style-type: none"> • Manages the Section Valuations effectively and ensure that market value property valuations are carried out within the legal boundaries of the Municipality of Swartland as prescribed by the Municipal Property Rates Act (Act 6 of 2004) and Property Tax Policy of Swartland Municipality inclusive of the maintenance of appropriate valuation records that will provide a satisfactory valuation service to both internal and external clients and ensure that Council can raise correct property rates.
Key Performance Areas:	<ul style="list-style-type: none"> • Valuation Determination • Control the valuation data capturing, availability and usage • Valuating property • Control of Valuation roll • Manages Supplementary Valuation • Check data captured • Valuation process

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/Leadership Competencies
<ul style="list-style-type: none"> • Written Communication • Organisational Awareness • Task Management • Discipline Specific Skills 	<ul style="list-style-type: none"> • Compilation of general and supplementary valuation rolls, maintenance of valuation roll • Management of objections and appeals • Information Management • Project Management • Financial Management 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation • Customer Orientation and Customer Focus 	<ul style="list-style-type: none"> • Action Orientation • Resilience • Change Readiness • Learning Orientation • Cognitive Ability 	<ul style="list-style-type: none"> • Impact and Influence • Team Orientation • Coaching and Mentoring • Strategic Capability/Leadership or Direction Setting

Salary:	R473 604 – R614 772 (T-13 of a Category 4 Local Authority)
Enquiries:	Rachelle van Zyl at 022 487 9400

GENERAL:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality, including a housing allowance for home owners subject to certain conditions and relocation costs (conditions apply).
2. The Municipality is committed to Employment Equity and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. Where necessary applicants will be subjected to screening and vetting with the consent of the applicant. Fraudulent qualifications or documentation will immediately disqualify an applicant.
5. Applications received after the closing date or that have been received without the documentation mentioned below, will not be considered.
6. Applications that do not meet all the advertised requirements for the position, will not be considered, therefore applicants must please ensure that they meet all requirements before applying for the position.
7. Applications not made on the prescribed application form will render any appointment or contract entered into, between the municipality and the successful candidate invalid.
8. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
9. Canvassing of any councillor and/or member of the Selection Panel and/or any employee of the Municipality will not be allowed and will immediately disqualify applicants.
10. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
11. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provide to us is true, up to date and correct.
12. Preferences will be given to internal and local candidates within the Swartland Municipal area.
13. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a performance contract (where applicable) with the employer.

A covering letter with at least two (2) contactable references (managers, subordinates or peers), must accompany the completed prescribed application form (available on request at Tel, 022 487 9400 or on the municipality's website www.swartland.org.za) with certified copies of the necessary qualification, certificates, ID document, driver's license and a Curriculum Vitae (Maximum of three (3) pages). Completed applications on which the post reference numbers are clearly indicated must be delivered to the **Municipal offices, 1 Kerk Street, Malmesbury or posted to Private Bag X52, Malmesbury, 7299 for the attention of Mrs R van Zyl (Human Resources Officer: Recruitment and Selection)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 8 AUGUST 2025 AT 15:45

**JJ SCHOLTZ
MUNICIPAL MANAGER**

25 July 2025

**1 KERK STREET
Private Bag X52
MALMESBURY
7299**