
DIRECTORATE

SPATIAL PLANNING AND
ENVIRONMENT

DEPARTMENT

Development Management

SALARY

R558 042,00 – R665 482,00 p.a

REFERENCE NUMBER

SPE 75/26 Ext

CLOSING DATE

25.09.2026

ELIGIBILITY

Suitably qualified candidates

Administrative Officer 3

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

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



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

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.

How to Apply

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.

External candidates: APPLY ONLINE VIA
www.capetown.gov.za/careers

Internal staff: APPLY ONLINE VIA SAP PORTAL

Certified copies of qualifications must be available on request. Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD