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**DIRECTORATE**

SPATIAL PLANNING AND  
ENVIRONMENT

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**DEPARTMENT**

Development Management

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**SALARY**

R435 532 – R544 394 p.a

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**REFERENCE NUMBER**

SPE 82/26 Ext

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**CLOSING DATE**

25.09.2026

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**ELIGIBILITY**

Suitably qualified candidates

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## Assistant Professional Officer

### 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

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



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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.

## 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](http://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



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