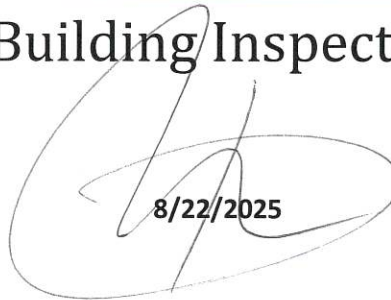




# Job Description

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Building Inspector

  
8/22/2025

<b>Job Title:</b>	Inspector	
<b>Business Unit:</b>	Regional Coordination	
<b>Reporting Line:</b>	Project Manager	
<b>Salary Range:</b>	Minimum-R394 200 Midpoint-R492 750	
<b>Direct Reports:</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>Relationships:</b>	Internal	<ul style="list-style-type: none"> <li>Provincial Manager</li> <li>Development Manager</li> <li>Project Managers and Project Administrators</li> <li>Procurement</li> <li>Finance</li> </ul>
	External	<ul style="list-style-type: none"> <li>Inspectors and Clerks of works</li> <li>Service Providers and Contractors</li> <li>Officials from NHBRC and other Compliance and Quality Standard Management bodies</li> <li>Local Government officials such as Town Planners</li> <li>Officials from PDHS</li> </ul>
<b>Main Purpose of Job:</b>	To inspect and certify the HDA construction projects at the defined progress points to ensure that the buildings and units are fully compliant and meet all HDA quality standards, prior to and until handover.	
<b>Key Responsibility Area</b>	<b>Key Activities</b>	
<b>Building Inspection</b>	<ul style="list-style-type: none"> <li>Complete inspections according to schedule and plan</li> <li>Check building is being constructed on correct erf</li> <li>Check layout of unit / house is according to the approved plan and is orientated correctly</li> <li>Ensure foundation is laid out correctly</li> <li>Ensure foundation is cast according to specification and that contractors Engineer signs off the foundation</li> <li>Inspect house / building to ensure it has been constructed according to the required specification e.g. Brick force used correctly, roofs tied down correctly, two coats of specified paint applied correctly</li> <li>Check all walls, windows and doors are installed straight and meet specifications</li> <li>Check all plumbing and electrical work is installed as per approved plan, works and is compliant</li> <li>Ensure houses / units meet all quality standards as agreed by Project managers and NHBRC</li> </ul>	
<b>Civil works</b>	<ul style="list-style-type: none"> <li>Performs inspections of road works, storm drains, water &amp; sewer mains and other services</li> <li>Ensure that work complies with standard specifications, detailed plans and standard practices</li> </ul>	
<b>Service Provider Liaison</b>	<ul style="list-style-type: none"> <li>Identify issues and proactively resolve these with relevant contractors and service providers</li> <li>Coordinate with NHBRC regarding non-compliance or issues identified by them</li> <li>Resolve non-compliance and quality issues with contractors in a proactive and effective manner</li> <li>Monitor and ensure service provider integrity in all issues and matters.</li> </ul>	
<b>Administration</b>	<ul style="list-style-type: none"> <li>Schedule and plan inspections in conjunction with project managers</li> <li>Conduct inspections according to schedule</li> <li>Input information from inspections accurately and completely</li> <li>Complete comprehensive checklists for each house / unit inspected</li> <li>Prepare and keep accurate records for preparation of regular weekly and monthly reports</li> <li>Draft reports as required: weekly reports, monthly reports, quarterly reports and any other Adhoc reports when and if requested</li> <li>Plan and participate in meetings</li> <li>Develop and maintain an appropriate filing system of all inspection documentation</li> <li>Investigate and report on complaints and enquiries as required</li> <li>Recommend for works to be signed off by Project Manager as complete</li> <li>Ensure and approve that Invoices submitted comply with standard specifications, detailed plans and standard practices</li> </ul>	
<b>Snagging</b>	<ul style="list-style-type: none"> <li>Establish and monitor deadlines for completion of work</li> <li>Complete final snagging of units prior to sign-off</li> <li>Complete de-snagging of units</li> <li>Sign off completion of handover documents once all snags and issues are resolved</li> </ul>	
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>Matric or equivalent qualification</li> <li>Relevant Post Matric certification / National diploma in Civil or Building or Architecture.</li> </ul>	


	<ul style="list-style-type: none"> <li>• Ability to read, interpret, understand and manage building plans to ensure construction is aligned and compliant</li> <li>• Knowledge and ability to ensure compliance of plumbing and electrical requirements in building</li> <li>• Having a working knowledge of health and safety legislation</li> <li>• 2-3 years experience as foreman and / or Clerk of Works essential</li> <li>• 5-10 years experience in large scale low-cost housing construction environment. A minimum of 3 years of this experience must be in a quality construction management capacity</li> <li>• Drivers license</li> <li>• Computer literacy in Microsoft Outlook, Excel and Word</li> </ul>
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Competencies Required	
Leadership Competencies	Required Level
Advocacy and Lobbying	
Change Management	2
Developing Others	
Delivery Leadership	2
Motivating	
Organisational Awareness and Effectiveness	
Organisational-Health View	
People Management	2
Public and Private Partnering	
Strategic Leadership	
Strategic Planning and Annual Performance Planning	2
Team Leadership	2
Advocacy and Lobbying	
Change Management	2
Technical Competencies	
Contractor / Service Provider Management	
Cost Benefit Analysis	
Needs Analysis	
Policy and Procedure Development and Implementation	
Resource Management	
Administration Support	
Facilities and Office Management	
Record Keeping and Storage	
Scheduling and Coordination	
Board Administration	
Board Compliance	
Governance	
Data Analysis	
Data Capture	
Data Interpretation	
Database Management	
Data Storage and Protection	
Accounting	
Bookkeeping	
Budgeting and Budget Management	
Creditor Control	
Financial Management	
Discipline and Grievance	
Organisational Design and Development	
Performance Management	
Skills Development	
Talent Management	
IT Architecture	



IT Support	
IT Systems Development and Design	
IT Use	
Business Modelling	
Economic Analysis	
Management Information Reporting	
Urban Design and Planning	
Audience Alignment	
Brand Management	
Environmental Responsiveness and Reputation Management	
Event Management	
Market Research and Analysis	
Marketing and Communication Planning and Implementation	
Public Affairs and Relations	
Community and Stakeholder Analysis and Diagnosis	
Community Facilitation	
Programme Management	
Project Feasibility	
Project Financial Management	
Project and Programme Financial Modelling	
Project and Programme Fund Mobilisation	
Project and Programme Influencing and oversight	
Project Management	
Project and Programme Scope Definition and Management	
Research	
Research Analysis	
Research Design	
Research Implementation	
Research Output	
Auditing	
Evaluation	
Legislative and Regulatory Awareness	
Monitoring	
Quality Control	
Risk Mitigation and Management	
Acquisition Management	
Asset Management	
Contract Management	
Demand Management	
Disposal Management	
Logistics Management	
<b>Service Competencies</b>	
Concern for Others	
Customer / citizen Service and Orientation	2
Environmental Awareness	
Networking	2
Political Intelligence	
Relationship Management	2
Stakeholder Engagement	2
Team Player	2
<b>Behavioural Competencies</b>	
Action Orientation	
Analytical Thinking Skills	
Attention to Detail	
Compliance	
Communication Written	2
Communication Verbal	
Conflict Resolution and Resilience	2

Contextual Application	
Continuous Improvement	
Creative Thinking	
Decision Making	2
Diligence	
Diversity	
Drive to Deliver	2
Ethics and Integrity	2
Influencing	2
Learning and Development	
Mentoring	
Negotiation	
Planning and Organising	2
Problem Analysis and Solving	2
Professionalism	2
Resilience	2
Self-Management and Maturity	2
Situational Responsiveness	
Thought Leadership	
Technical Curiosity and Expertise	
Systems and Process Thinking Skills	2

Approval of Job Description			
Title	Names	Signature	Date
Regional Manager	P. Mbulawa		25/8/25