



SOCIO-ECONOMIC DEVELOPMENT SERVICES
EXTERNAL ADVERTISEMENT
SENIOR TOURISM DEVELOPMENT OFFICER:
SED105
BREDASDORP

Requirements:

- Minimum NQF level 5 qualification in Tourism, Local Economic Development or related qualification
- Minimum of 1 year relevant tourism experience
- Valid code EB driver's licence
- Computer literate
- Excellent presentation skills
- Should be able to communicate (verbal and written) in at least two of the three official languages of the Western Cape, namely English, Afrikaans and isiXhosa. Additional languages will be an added advantage
- A thorough knowledge of the tourism sector, and specific knowledge of the Cape Agulhas and greater Overberg– area is highly recommended
- Should be prepared to work flexi-hours

Duties:

Render the tourism function in the Cape Agulhas Area which includes:

- Implementation of Municipal Tourism Strategies
- Participate in and co-ordinate tourism-related events on behalf of the municipality
- Gathering and processing of tourism statistics
- Liaison with private and government tourism stakeholders
- Marketing of the Cape Agulhas – area as a preferred tourist destination within the greater Overberg region
- Design, printing and distribution of marketing material
- Provide a comprehensive tourism information service
- Attend indaba's, expo's and festivals to market area
- Product development in all areas, including disadvantaged areas
- Development and maintenance of a comprehensive database of product owners and services
- Assist with the updating and maintenance of tourism information on the municipal website and other social media platforms
- Arranging tourism awareness and training programmes
- Report writing
- General office administration

Remuneration:
T11 (R220 125.02 – R285 732.84)

SOSIO-EKONOMIESE DIENSTE
EKSTERNE ADVERTENSIE
SENIOR BEAMPTTE: TOERISME ONTWIKKELING
SED105
BREDASDORP

Vereistes:

- Minimum NQF vlak 5 - kwalifikasie in Toerisme, Plaaslike Ekonomiese Ontwikkeling of 'n ander soortgelyke kwalifikasie.
- Minimum 1 jaar toerisme ondervinding
- Geldige kode EB – bestuurslisensie
- Rekenaargeletterd
- Uitstekende aanbiedingsvaardighede
- Moet taalvaardig wees (skriftelik sowel as mondelings) in ten minste twee van die drie amptelike tale van die Weskaap, te wete Engels, Afrikaans en isiXhosa. Addisionele tale sal as 'n sterk aanbeveling dien.
- 'n Diepliggende kennis het van die Kaap Agulhas – gebied asook die groter Overbergstreek
- Bereid wees om buigsame ure te werk.

Funksies:

Koördinerings van die toerisme-funksie in die Kaap Agulhas – munisipale gebied, wat die volgende insluit :

- Implimentering van die munisipale toerisme strategie
- Koördinerings en deelname aan toerisme-verwante geleenthede namens die munisipaliteit
- Skakelings met toerisme rolspelers in die private sektor sowel as regeringsinstansies
- Bemaking van Kaap Agulhas as die voorkeur toeriste bestemming
- Ontwerp, druk en verspreiding van bemarkingsmateriaal
- Voorsiening van 'n omvattende toerisme inligtingsdiens
- Bywoning van feeste, indaba's en uitstallings om sodoende die Kaap Agulhas-gebied te bemark
- Ontwikkeling van en instandhouding van plaaslike produkte in alle gebiede, wat voorheen benadeelde gebiede insluit
- Ontwikkeling en instandhouding van 'n uitgebreide databasis van produk-eienaars en dienste
- Assisteer met die opdatering en instandhouding van toerisme verwante inligting op die munisipale webtuiste en ander sosiale media netwerke
- Organiserings van toerisme bewusmaking- en ander opleidingsprogramme
- Algemene kantooradministrasie, wat die opstel van verslae insluit

Vergoeding:
T11 (R220 125.02 – R285 732.84)

Job enquiries/ Pos navrae: Mr O January / Mrs T Stone
Tel: 028 425 5500

SLUITINGS DATUM: / CLOSING DATE: 10 AUGUST 2018

Aansoekvorms van Kaap Agulhas Munisipaliteit is 'n vereiste vir die oorweging van 'n aansoek. Hierdie vorms, tesame met 'n volledige CV, kan ingehandig word by Me Janine Dixon-Kasira/ Mej Zaber De Klerk van die Menslike Hulpbronne Afdeling, telefoonnommer 028-425 5500. Slegs volledig voltooide aansoekvorms met gesertifiseerde afskrifte van kwalifikasies, sertifikate, rybewys en identiteitsdokumente sal oorweeg word.

Aansoeke wat na die sluitingsdatum ontvang word sal nie oorweeg word nie. Kandidate wat nie gekontak is teen 30 NOVEMBER 2018 moet hul aansoeke as onsuksesvol beskou. Geen aansoekvorms, CV's en / of kwalifikasies kan teruggeëis word van die munisipaliteit nie. Die Raad behou die reg voor om nie 'n aanstelling te maak nie.

Application forms of Cape Agulhas Municipality are a prerequisite for consideration of an application irrespective of an accompanying CV. These forms can be obtained from and handed in to Mrs Janine Dixon-Kasira/Ms Zaber De Klerk, telephone number 028 – 425 5500, at the Human Resource Division. Only fully completed application forms with certified copies of qualifications, certificates, driver's licence and identity documents will be considered.

Applications received after the closing date by the human resources office will not be considered. Candidates who have not been contacted by 30 NOVEMBER 2018 must consider their applications to be unsuccessful. No application forms, CV's and / or qualifications can be reclaimed from the municipality. The Council reserves the right not to make any appointment.

CAM is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regards would be appreciated.

DEAN O'NEILL, MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY, P.O.BOX 51, BREDASDORP, 7280