



**SOCIO-ECONOMIC DEVELOPMENT SERVICES**

**EXTERNAL ADVERTISEMENT**

**TOURISM AIDE:**

**SED106**

**BREDASDORP**

**Requirements:**

- Grade 12/ NQF 4
- Previous tourism experience
- Computer literate
- Excellent communication skills
- Conversant in at least two of the three official languages in the Western Cape, English/Afrikaans or isiXhosa
- Thorough knowledge of the Cape Agulhas and greater Overberg –area is highly recommended

**Duties:**

- Assist with the updating and maintenance of tourism information on the municipal website and other social media platforms
- Assist with provision of a tourism information service
- Assist with the maintenance of a comprehensive database of product owners and services
- Liaison with local and other tourism stakeholders
- Assist with the distribution of marketing material
- General office administration

**Remuneration:**

**T3 (R85 256.09 – R95 988.82)**

**SOSIO-EKONOMIESE DIENSTE**

**EKSTERNE ADVERTENSIE**

**ASSISTENT TOERISME-BEAMPTTE:**

**SED106**

**BREDASDORP**

**Vereistes:**

- Graad 12 / NKR 4
- Vorige toerisme-verwante ondervinding
- Rekenaargeletterd
- Uitstekende kommunikasie-vaardighede
- Taalvaardig (skriftelik sowel as mondelings) in ten minste twee van die drie amptelike tale van die Weskaap, te wete Engels, Afrikaans en isiXhosa
- Uitgebreide kennis van die Kaap Agulhas – gebied asook die groter Overbergstreek sal as 'n sterk aanbeveling dien
- Bereid wees om buigsame ure te werk

**Funksies:**

Assisteer met die volgende :

- Opdatering en instandhouding van toerisme-verwante inligting op die munisipale webtuiste sowel as ander sosiale media netwerke
- Bediening van 'n toerisme-inligtingsdiens
- Instandhouding van 'n uitgebreide data-basis van produk-eienaars en dienste
- Skakeling met plaaslike- en ander toerisme rolspelers
- Verspreiding van bemarkingsmateriaal
- Algemene kantooradministrasie

**Vergoeding:**

**T3 (R85 256.09 – R95 988.82)**

**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**