

éDumbe Municipality

10 Hoog Street
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PAULPIETERSBURG 3180



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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Date: 18 April 2024

EXTERNAL ADVERT

éDumbe Local Municipality invites suitably qualified candidates to apply for the below positions. Women and people with disabilities & will be given preference in accordance with Employment Equity Act.

POST: TOURISM OFFICER

DEPT: PLANNING DEPARTMENT

REF: EDUMP- 04/2023/24

PERMANENT POSITION

REMUNERATION IS (TASK GRADE 11: R315 550, 89 – R409 602, 11) OF CATEGORY 1 LOCAL MUNICIPALITY PER ANNUM PLUS NORMAL FRINGE BENEFITS APPLICABLE TO LOCAL GOVERNMENT

MINIMUM REQUIREMENTS:

- B-Degree in Tourism / Hospitality Management or any relevant 3-years qualification equivalent to NQF L6
- Computer literate, efficient in Microsoft word, power point and excel
- 2-3 years relevant experience in Tourism
- Conflict management skills; good communications skills verbal and written; capability of working under pressure and still meet deadlines
- Valid S.A. Drivers License

RESPONSIBILITIES:

1. Provide information and opinions on Tourism opportunities and the capability of current marketing initiatives to support strategies and, develop and strengthen relationships within and outside the organization.
2. Co-ordinates applications and processes associated with the promotion and positioning of the Region as a preferred Tourist destination.
3. Communicating and disseminating information on the regions attractions and events through various mediums.
4. Providing advice, based on analysis, to tourism operators, product owners, associations and emerging business on specific strategies for adoption and business growth opportunities

5. Co-ordinates specific project requirements with respect to tourism projects and events
6. Attends to the administrative recording, reporting and recordkeeping requirements and procedures by Editing and proof reading reprints of tourism brochures and publications, checking and confirming standards and specifications with respect to quality and accuracy of information Museum keeps all information about old buildings, Heritage site, butterfield and keeps all heritage (old things) into order and keep the register.
7. Perform other related duties as instructed by supervisor / superiors

éDumbe Municipality is committed to Employment Equity, therefore, in these appointment such factors will be taken into account. éDumbe Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with short listed candidates.

The applications accompanied by éDumbe Municipality Application form (to be obtained on the Municipal website), Application Letter, Curriculum Vitae, certified copies of Qualifications, copy of Identity Document, copy of drivers licence and details of three (3) references and must be addressed to the:

Municipal Manager
éDumbe Municipality
Private Bag x 308
Paulpietersburg
3180

Or Hand delivered at the Municipal Building No: 10 Hoog Street, Paulpietersburg. Failure to attach all required documents will disqualify your application. Faxed, Z83 form and e-mailed applications will not be accepted. If you have not been contacted after 30 days of closing date of advertisement, please accept that your application was unsuccessful. The council nevertheless appreciates the interest shown by applicant. Application not accompanied by filled application form will not be considered.

CLOSING DATE for applications: 08 May 2024

Enquiries with regards to this post may be directed to Human Resource Section on Office No: 04, No late applications will be considered.

éDumbe Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people 


J.F.K. Khumalo
Municipal Manager