



KAAP AGULHAS MUNISIPALITEIT

CAPE AGULHAS MUNICIPALITY

**KANTOOR VAN DIE MUNISIPALE BESTUURDER
PLAASLIKE EKONOMIESE ONTWIKKELING EN
TOERISME**

EKSTERNE ADVERTENSIE

**SENIOR TOERISME BEAMPTTE: SED105
BREDASDORP**

**OFFICE OF THE MUNICIPAL MANAGER
LOCAL ECONOMIC DEVELOPMENT AND
TOURISM**

EXTERNAL ADVERTISEMENT

**SENIOR TOURISM OFFICER: SED105
BREDASDORP**

Vereistes:

- Minimum NQF vlak 5 - kwalifikasie in Toerisme, of 'n soortgelyke kwalifikasie, Diploma/ Graad
- 3-5 Jaar relevante 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
- Skakeling met toerisme rolspelers in die private sektor sowel as regeringsinstansies
- Bemaking van Kaap Agulhas as die voorkeur toeriste bestemming
- Ontwerp, druk en verspreiding van bemakingsmateriaal
- 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

Requirements:

- Minimum NQF level 5 qualification in Tourism or related qualification, Diploma/ Degree
- 3-5 Years relevant 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

Functions:

Render and co-ordinate 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

Aanbeveling:

- Eie voertuig

Vergoeding: T12

(R341 620.68 – R443 442.48) p.j

Pos navrae: Mnr O January

Tel: 028 425 5500

Recommendations:

- Own reliable vehicle

Remuneration: T12

(R341 620.68 – R443 442.48) p.a

Job enquiries: Mr O January

Tel: 028 425 5500

HIERDIE POS IS ONDERHEWIG AAN 'N PRAKTIESE TOETS/ THIS POST IS SUBJECT TO A PRACTICAL TEST.

SLUITINGS DATUM: / CLOSING DATE: 23 SEPTEMBER 2022

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 **ONTVANGS, OU NEDBANK GEBOU**, telefoonnommer 028-425 5500 of per e-pos info@capeagulhas.gov.za. 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 NA 03 MAANDE VAN DIE SLUITINGSDATUM, 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 at **RECEPTION, OLD NEDBANK BUILDING**, telephone number 028 – 425 5500 or per email info@capeagulhas.gov.za. 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 after 03 MONTHS OF CLOSING DATE 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.

KAM word gelei deur die beginsels van billike indiensneming. Gestremde kandidate word aangemoedig om aansoek te doen en 'n aanduiding in hierdie verband sal waardeer word.

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

EBEN PHILLIPS, MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY, P.O.BOX 51, BREDASDORP, 7280