

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

Senior Tourism Officer

Salary: R354 276, 72 Per Annum

Benefits Includes: Medical aid, Pension Fund, Housing Allowance and Annual Bonus

Requirements:

- Graduates with degrees in languages, travel, tourism, leisure, business studies, marketing,
- Relevant work experience 2 to 3 is essential

Skills Required:

- Excellent Communication
- Report writing skills
- Interpersonal Skill

Responsibilities:

- Implementing tourism strategy by looking at all aspects of tourism and other
- Provide advice under base on analysis to tourism association and emerging businesses
- Formulating responses for correspondence and enquiries from different stakeholders
- Ensuring the development of publicity material marketing
- Aligning outcomes to the broader tourism objectives
- Supervising staff.
- Preparing tourist or visitor information.
- Producing promotional material and displays.
- Managing budgets.
- Writing reports, business plans and press releases.
- Making presentations.
- Maintaining statistical and financial records.
- undertaking day-to-day centre management and administration
- Compiling notices/invitations and sharing meetings tourism related

Enquiries in respect of the above position should be directed to the Manager LED/Tourism (Mrs H.P. Ndaba) at (036) 448- 8000 during Office Hours

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the Reception, should be sent to:

The Human Resources Office Okhahlamba Local Municipality, No 259 Kingsway Road, P.O. BOX 71, BERGVILLE, 3350

The closing date for applications is 12 February 2021, if you have not heard from us within 30 days of the closing date you should regard your application as unsuccessful.

No Scanned email, or Fax applications will be accepted.

Late applications will not be considered and please note that the Okhahlamba Local Municipality reserves the right not to appoint.

Canvassing for the appointment will automatically disqualify the applicant.

**Mr S.N. Malinga
Municipal Manager**