

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

Tourism Information Officer X01

Salary: R169 595.52- R205 034.52 Per Annum (Benefits includes: Pension Fund, Housing Allowance, Medical aid and 13th Cheque)

Requirements

- Matric Certificate
- National Diploma in Tourism.
- Computer Literate
- Code EB driver's License
- Good Communication Skills (Verbal and writing)

Responsibilities

- Attending meetings of the Council's Tourism committee and disseminating information therefrom.
- Arranging regular meetings with the community to stress the importance of tourism and the potential of local economic development in the Okhahlamba Municipal area.
- Attending meetings of the Tourism Association (by registering with Tourism KZN) and disseminating information therefrom.
- Developing and maintaining a database of all tour operators and attractions
- Distributing tourism pamphlets and promotional material.
- Assisting with maintaining the Tourism website by providing information on all attractions in the area.
- Erecting and maintaining Tourism Information direction signs on all major routes leading to Information Offices.
- Promoting community participation when arranging tourism events to ensure the event have the potential to be successful.
- Taking part in LED programmes to inform the community of the Okhahlamba Tourism Office and creating a link between tourism and local economic development

Enquiries in respect of the above position should be directed to Director Social: Mr TP Mazibuko (036) 448- 8000 (Ext: 8066) 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, should be sent to:

**THE MUNICIPAL MANAGER
OKHAHLAMBA MUNICIPALITY
P.O. BOX 71
BERGVILLE
3350**

The closing date for applications is **14 OCTOBER 2015, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

**SD Sibande
Municipal Manager**