



Senior Tourism Officer

SALARY: Negotiable from R136 284.00 – R157 116.00 (Plus all the Applicable Benefits)

KEY REQUIREMENTS:

- A three year relevant tertiary qualification in Tourism or equivalent (NOF Level 5)
- Computer literacy
- Three years' relevant experience, two of which should be in junior management or supervisory.
- Good organization and presentation skills
- People management
- Above average interpersonal communication skills, and ability to Communicate in both English and IsiZulu
- Attention to detail and proven administrative skills
- A valid driver's license
- Event/project management skills.

Key responsibilities:

- Stakeholder management and Facilitation of Local Tourism Forum.
- Represent the Kwa Sani Municipality and to District Tourism Forum, Provincial Forum and Economic development meetings, Conferences and Trade shows.
- Manage and coordinate, the entire Marketing process including but not limited to Advertising, Promotions, Events, Brochures, Media releases and Market Research.
- Assist in the Development of Emerging tourism Projects
- Staff management.
- Manage the Tourism Information Centre

Please note: No faxed, emailed or late application will be accepted. A covering letter clearly stating the position you are applying for, certified copies of academic qualifications and a copy of your curriculum vitae must accompany all your applications.

Correspondence will only be entered into with short listed candidates. If you do not receive notification within one month of closing date, consider your application as unsuccessful. The municipality reserves the right not to make any appointment.

Please forward all applications to: Ms. NC James; The Municipal Manager; Kwa Sani Local Municipality, P O Box 43, Himeville, 3256 (During office hours 08h00 to 16h15)

Enquiries: Mr. Sfiso Zondi. Tel: (033) 702 1060

CLOSING DATE: 15 March 2012


**Ms. NC James
THE MUNICIPAL MANAGER**