The successful candidate will report to the Manager: Local Economic Development & Tourism and must comply with the following:

Minimum Requirements:

Grade 12 ● 3-year relevant tertiary qualification Degree or National Diploma in Business, Marketing Management, Tourism or Developmental Studies. ●Minimum 3 years’ experience in the Tourism and Business Development environment, project co-ordination, and control and implementation ● Valid Code B driver’s licence

Other Requirements:

Sound knowledge of relevant legislation, policies and procedures ● Excellent computer literacy (MS Office, Excel and PowerPoint ● Ability to work independently and develop good interpersonal relations ● Good business plan and report writing skills ● Ability to manage diverse clients / situations ● Reliability and punctuality, willing to work odd hours / days ● Able to develop work programs ● Ability to run successful Local Economic Development and Tourism projects ● Report Writing skills ● Fluent in at least two of the three Western Cape official languages (English, Afrikaans, Xhosa) of which one must be English , as most of the documentation is prepared in English. ● Outstanding ability to communicate (verbally and written)

Responsibilities/Duties:

● Develop development and tourism policies and strategies in line with the municipal Local Economic Development Strategy and Tourism Plan Tourism Marketing and Promotion ● Coordinate marketing, business development and tourism programs for the local business community ● Implement tourism and economic development initiatives associated with the Economic Development Strategy, and Tourism Plan ● Identify and commission of training for tourist guides, tourism businesses and tourism operators ● Keep a database of tourism operator, tourist guides, tourist businesses and tourism infrastructure ● Ensure municipal funded Local Tourism Organisation report appropriately on spending of funds.

Job related enquiries: Mr Widmark Moses at (021 808 8179)

Salary: R 263 069.52 – R 341 481.00 (subject to evaluation) Plus benefits

Applications, clearly marked, accompanied by a comprehensive CV, a covering letter and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: pedjobs@stellenbosch.gov.za

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver’s licenses, Professional Driver’s Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certified copies will be accepted.

Canvasing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Due to the latest extension of the Presidential Lockdown the closing date is extended to: 5 May 2020 @12h00. Please note that this is a final extension of this advertisement. Please also note that no documentation posted after 15 April 2020 will be accepted. Only emailed applications will be accepted after this date and hand delivered applications must be submitted before or on the 5th of May 2020 at 12h00. Hand delivery dropped in the box at the 71 Plein Street, Ecclesia Building.

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.