

**EXTERNAL CIRCULATION**

**DIRECTORATE: Human Settlements, Planning & Development**  
**POST DESIGNATION: Intern Tourism Information Officer- George/Wilderness x2**  
**(Temporary Contract for 12 months)**  
**REFERENCE 3142510**

Salary: R6 500 per month (All-inclusive package)

**MINIMUM REQUIREMENTS:**

Relevant tertiary qualification diploma or degree in Marketing or Tourism

Computer Literate (MS Office)

Must be able to communicate in at least 2 of the 3 official languages of the Western Cape of which one should be English

Unemployed graduates who have completed a tertiary qualification, diploma or degree in Marketing or Tourism are invited to apply for a temporary contract position for 12 months.

Duties include providing the public with tourism information at the Visitor Information Centres, as well as gathering statistics, compiling reports, answering telephones, performing various administrative and marketing functions and working at events along with other tourism-related responsibilities.

A valid driver's license will be beneficial.

**SPECIAL CONDITIONS ATTACHED TO THE POST:**

Overtime will be required on Saturdays, Sundays, public holidays and after hours. Shifts will be rotated at Visitor Information Centres in George and Wilderness.

**ENQUIRIES: Claudine Carelse (044) 801 9295**

**INSTRUCTIONS TO APPLICANTS (Please read carefully)**

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license. Applications must be submitted **by hand** 71 York Street, George, Main Building, HR Reception. Application forms can be obtained from the Municipal website, [www.george.gov.za](http://www.george.gov.za) or HR Reception and must reach the Human Resource Department on or before **29 MAY 2024** at 16:30. **Applicants are required to complete application form in full.**

**Only hand delivered applications will be accepted.**

**Disqualification:**

**Please note that the following will lead to disqualification:**

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

**NB:** Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

**The Municipality reserves the right not to make an appointment.**

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

**CLOSING DATE: 29 MAY 2024**