



**MKHONDO**  
LOCAL MUNICIPALITY

## **EXTERNAL/INTERNAL ADVERTISEMENT**

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of:

### **DEPARTMENT: PLANNING AND DEVELOPMENT SERVICES**

**ADMIN OFFICER: TOURISM**

**Ref: PDS/LED/TOURO/01**

#### **MINIMUM REQUIREMENTS**

- Grade 12
- National Diploma in Tourism and Marketing or equivalent relevant
- Computer literacy: MS Office
- 02-05 years' relevant experience
- Valid driver's license

#### **ADDED ADVANTAGE**

- Degree in Tourism and Marketing or equivalent relevant qualification

#### **OTHER REQUIREMENTS**

- Good Communication Skills (Written and Verbal)
- Ability to work long hours and meet deadlines
- Good leadership skills
- Be computer literate
- Attention to detail
- Good interpersonal skills

#### **RESPONSIBILITIES**

- Identifying and listing all Tourism activities for the attention of the immediate supervisor.
- Participating in programmes that promote socio-economic development through the provision of information, professional and technical support to tourists.
- Engaging in programmes that promote socio-economic development through the provision of information, professional and technical support to tourists.
- Coordinating tourism awareness programs for the communities of Mkhondo.
- Assisting in designing and developing tourism promotional materials, campaigns, and events and utilizing various communication mediums to promote the region's potential and attractions.
- Preparing statistical data and quantitative information related to the tourism service delivery initiatives for submission to the immediate supervisor.
- Preparing reports and recordkeeping in the electronic document management system.
- Compiling reports for the attention of the supervisor

**Remuneration:** R 411 585 per annum (excluding benefits)

**CLOSING DATE & TIME:** Monday, 14 APRIL 2025 @ 12h00

## Enquiries: Human Resources

### To apply:

Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document and Valid Driver's License with at least three contactable references to

#### Hand delivery

or

#### Post

Senior Manager: Human Resources  
Civic Centre  
Corner Mark and De Wet Street  
Piet Retief  
2380

Senior Manager: Human Resources  
Mkhondo Local Municipality  
P.O. Box 23  
Piet Retief  
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

**Note:** Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

Vetting and screening may be done on successful candidates

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipality is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

***Mkhondo Local Municipality Reserves the right not to make an appointment.***

**MJ MKHONZA**  
**MUNICIPAL MANAGER**

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