



MTUBATUBA LOCAL MUNICIPALITY
UMKHANDLU WASE-MTUBATUBA

Mtubatuba Municipality invites qualified, suitable, experienced, innovative, committed individuals to apply for the following position:

**MANAGER: LED & TOURISM
(PERMANENT)
TASK GRADE 15 OF CATEGORY 1 MUNICIPALITY**

Minimum requirements:

- A minimum qualification of an appropriate B-Degree or National diploma in Development Studies, Tourism or any relevant NQF level 6 qualification unless the candidate can demonstrate that he/she has developed the necessary competencies through experience.
- A Senior Certificate (Matric)
- A minimum of 3-5 years experience in LED;
- A valid code 08 driver's license;
- Must be computer literate;
- Experience in working with rural and urban communities;
- Must be able to organise work and work under pressure.

The successful applicant will be responsible and accountable for:

- Assist in the review and implementation of the LED and SMME;
- Assist in the identification of LED projects;
- Market Mtubatuba economic opportunities;
- Assist in conducting research on economic growth, potential and LED issues;
- Prepare business plans to source funding for the implementation of LED projects;
- Support the implementation of Agricultural projects;
- Monitor the implementation of LED projects within Mtubatuba and interact with beneficiaries to ensure the sustainability of projects;
- Design and implement SMME support programmes;
- Assist with tourism functions and attend meetings as and when required;
- Compile marketing plans and, when instructed, attend various National and provincial Tourism Indaba and exhibitions;
- Attend cultural shows and take photographs for the tourism library;
- Attend workshops regarding LED;
- Investigate applications for new Tourism and LED projects and prepare report for submission to the relevant committees;
- Handle correspondence emanating from the minutes of LED and Tourism meetings, including writing items for inclusion in the ExCo, LED and Tourism Committee as well as other committees;
- Keep records of all project-related correspondence in project files;
- Liaise with Government Departments, companies, NGO's, CBO's, UMkhanyakude District LED Forum and Mtubatuba LED Forum.

Enquiries can be directed to the Human Resources Section on 035-550 0069 during office working hours.

Applications together with a comprehensive CV and certified copies of relevant qualifications should be addressed and submitted to: The Municipal Manager, Mtubatuba Municipality, P. O. Box 52, Mtubatuba, 3935 on or before 24/03/2017

**Municipal Manager
Mr. A.J. Mngomezulu**

Mtubatuba Municipality subscribes to an affirmative action programme that is non-racist, non-sexist, non-discriminatory and based on merit. The Council reserves the right not to make an appointment.

Should you not be contacted within a period of thirty (30) days from the closing date, your application should be deemed to have been unsuccessful

CLOSING DATE: 24/03/2017