



MALUTI-A-PHOFUNG Municipality

Applications are hereby invited from qualified, competent individuals for appointment to the following vacancy. The Council offers a very competitive remuneration package and scope for advancement.

DIRECTOR: LOCAL ECONOMIC DEVELOPMENT & TOURISM

(5-year performance-based employment contract)

Remuneration: Negotiable

Requirements: • A minimum competency level of a B degree, preferably in Public Administration, Business Administration, or other relevant tertiary qualification (Honours/Master's/Doctorate preferred) • At least 5 or more years' relevant experience • A valid driver's licence • CPMD/Executive Leadership would be an advantage • Comprehensive knowledge and understanding of municipal legislation • Computer literacy.

Core responsibilities: *Local Economic Development:* • Provide assistance in the development of short- and long-term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools and incentives in order to respond to requests for information for economic development purposes, and coordination with other departments and agencies as needed • Provide professional economic development advice, assist in the application and permitting process and serve as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances and goals as established by the Town • Maintain liaison with various local, State and federal agencies, coordinating projects with agencies as deemed necessary and appropriate • Provide information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals and the general public on economic development issues, programmes, services and plans • Become familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land ideas • Prepare grant proposals and applications, contracts and other necessary community services • Assist with negotiation and the management of professional service contracts, property sales or acquisition and economic development-orientated negotiations, as assigned • Work with the Economic Development Committee to formulate marketing and business attraction strategies, necessitating familiarity with the goals and objectives of the Bangor Region Development Alliance • Serve as a member of economic development groups or task forces that promote economic and community development at local and state level, as deemed necessary or appropriate • Monitor legislation and regulations relating to economic development and report findings to the appropriate impacted parties, i.e. the Municipal Manager, the Economic Development Committee, the Municipal Council, etc • Maintain strong working relationships with the general public, area businesses, clients, the media and others • Serve as a member of various staff committees, as assigned • Attend professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, and to represent the interests of Maluti-a-Phofung related to economic development • Work in a team with other MaP officials • Conduct other related work as assigned. *Tourism:* • To promote tourism and stimulate economic development, prepare and execute national and international marketing plans, as well as prepare and release press kits to the media, tour operators and travel agents • Oversee the operations of tourism in Maluti-a-Phofung • Gather data and prepare annual tourism situation analyses for Maluti-a-Phofung • Prepare and implement Improvement Plans and design and develop educational programmes for school children and special interest groups • Design, develop and conduct familiarisation tours of Maluti-a-Phofung for the media, event planners, tour operators and travel agents • Prepare and update the community profile, Film Library, and Directional and Maluti-a-Phofung Brochures • Coordinate the Maluti-a-Phofung tourism programme and activities with other area programmes, the State and agencies in Maluti-a-Phofung • Participate in radio talk shows and provide current and up-to-date information to the press • Represent Maluti-a-Phofung in joint planning sessions to establish regional tourism activities, serve on many local committees that enhance tourism and foster economic development • Attend meetings, seminars, conventions and workshops to further knowledge, stay informed of the changes in the tourism industry and exchange information • Coordinate tourism activities • Prepare and deliver speeches to both local and regional civic and governmental organisations on tourism • Design, develop and implement in-service training programmes for staff and volunteers • Respond to requests for information on various aspects of Maluti-a-Phofung • Update bulletin boards and display windows • Perform other related functions, as required.

Closing date: 21 September 2012.

Applications, together with a comprehensive Curriculum Vitae and certified copies of qualifications, must be forwarded to the Municipal Manager, Maluti-a-Phofung Municipality, Private Bag X805, Witsieshoek 9870 or be handed in at the office of the Director: Corporate Services, Municipal Offices Phuthaditjhaba, Corner of Motloung and Moremoholo Streets, Phuthaditjhaba.

Please contact TS Majozi with administrative enquiries at (058) 718-3732/3747.

Applicants are advised that, if they have not heard from us within 30 days of the date of closure, they should accept that their applications were not successful.

NB: Canvassing will automatically disqualify a candidate.