



Local Municipality • Mmasepala wa seLehae • Plaaslike Munisipaliteit

NOTICE: 67/2012

DIRECTOR: LOCAL ECONOMIC
DEVELOPMENT & TOURISM

FIVE (5) YEAR PERFORMANCE-BASED EMPLOYMENT CONTRACT

REMUNERATION:

Negotiable

REQUIREMENTS:

- \$ MINIMUM COMPETENCY LEVEL OF B. Degree, preferably in Public Administration, Business Administration, or other relevant tertiary qualification. The applicant must have Matric plus (3) three years Tertiary Qualifications / Honours / Masters / Doctorate. The applicant must have at least Five years or more relevant experience.
- \$ The applicant must have a valid Driver's License.
- \$ CPMD / Executive Leadership would be an advantage.
- \$ Comprehensive knowledge and understanding of Municipal Legislations.
- \$ Computer Literacy

CORE RESPONSIBILITIES- LOCAL ECONOMIC DEVELOPMENT

- Provides 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 the coordination with other departments and agencies as needed.
- Provides 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.
- Maintains a liaison with various local, State and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate.
- Provides information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
- Becomes 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
- Prepares grant proposals and applications, contracts and other necessary community services.
- Assists with negotiation and the management of professional service contracts, property sales or acquisition, and economic development oriented negotiations, as assigned.
- Works with the Economic Development Committee to formulate and marketing and business attraction strategies, including familiarity with the goals and objectives of the Bangor Region Development Alliance.
- Serves as a member of economic, development groups or task force that promote economic and community development at the local, state as deemed necessary or appropriate.

- Monitors legislation and regulation 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.
- Maintains strong working relationships with general public, area businesses, clients, the media, and others.
- Serves as a member of various staff committees, as assigned.
- Attends professional development workshops and conference to keep abreast of trends and developments in the field of economic development, and to represent the interest of the Maluti a Phofung matters related to economic development.
- Ability to be a team player with other MaP officials.
- Conduct other related work assigned .

CORE RESPONSIBILITIES- TOURISM

- Maluti-a-Phofung to promote Tourism and stimulate Economic Development, prepares and executes national and international marketing plans, prepares and releases press kit to media, tours and travel agents.
- Oversees operations of the Tourism in Maluti-a-Phofung.
- Gathers data and prepares annual Tourism situation analysis for Maluti-a-Phofung.
- Prepares and implements Improvement Plans; designs and develops educational programs for school age children and special interest group
- Designs, develops and conducts familiarization tours of Maluti-a-Phofung for media, event planning, tour operators and travel agents.
- Prepares and updates Community profile, Film Library, Directional and Maluti-a-Phofung Brochure.
- Coordinates Maluti-a-Phofung Tourism program and activities with other area programs, State and Agencies in Maluti-a-Phofung.
- Participates in radio talk shows, provides current and update information to the press.
- Represents Maluti-a-Phofung in joint planning sessions to establish regional tourism activities, serve on many local committees that enhance tourism and foster economic development.
- Attends meetings, seminars, conventions and workshops to further knowledge, stay informed of the changes in the tourism industry and exchange information.
- Coordinates Tourism activities.
- Prepares and delivers speeches to both local and regional civic and governmental Organizations on Tourism.
- Design, develops and implements in-service training programs for staff volunteers.
- Responds to requests for information on various aspects of Maluti-a-Phofung.
- Updates bulletin boards and display windows.
- Perform other related work as required

Applications, together with a comprehensive curriculum vitae and certified copies of qualifications, must forwarded to:

**The Municipal Manager
Maluti-a-Phofung Municipality
Private Bag X805
WITSIESHOEK
9870**

**Applications can also be handed in at the office of the *Director Corporate Services*,
Municipal Offices Phuthaditjhaba, Corner of Motloun and Moremoholo Streets,
Phuthaditjhaba.**

**FOR ADMINISTRATIVE ENQUIRIES PLEASE CONTACT MR TS MAJOZI
TEL NUMBER 058 718 3747/058 718 3732**

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.

CLOSING DATE: 21 SEPTEMBER 2012

**RS KAU
ACTING MUNICIPAL MANAGER**