



## NOTICE 101 of 2024

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dysseisdorp is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality and tourism sectors.

Candidates with at least the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than (six) 6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

**6 X TEMPORARY TOURGUIDES - SEASONAL WORK  
DEPARTMENT: PLANNING & DEVELOPMENT SERVICES  
DIVISION: CANGO CAVES  
(R 269.20 PER DAY)  
8 MONTH FIXED TERM CONTRACT**

### REQUIREMENTS

- Grade 12
- Fully bilingual (Afrikaans and English)
- Previous tourism experience will be an advantage
- Able-bodied
- Proficient in two (2) of the three (3) official languages in the Western Cape

### KEY PERFORMANCE AREAS

- Conduct tours and convey detailed information to all visitors.
- Co-ordinate, control and accommodate groups with regards to nationalities and size.
- Monitor and log the duration of tours.
- Provide information to visitors about other tourist attractions in the area.
- Assist and accommodate visiting tour guides with special requests.
- Responsible for access control and locking duties.
- Check tickets to ensure that all visitors are on the right tour.
- Control the number of visitors entering and exiting the cave by counting the numbers and walking behind the group.
- Ensure visitors walk safely on stairs, pathways and through the tunnels.
- Assist visitors with any information required in a friendly and courteous manner.
- Assist the Head Guide with the handling of special tours (VIPs, Media, School groups, Educational groups and Speleological tours).
- Public address system duties.



- Report defects in the cave, i.e. broken lights, switches, telephone and overly muddy steps to management.
- Apply basic first aid techniques to injured visitors.
- Collect litter and ensure that the cave is always kept clean and neat.
- Working hours are from Monday - Sunday, WHEN NEEDED.

## COMPETENCIES:

- Core professional competencies: written communication, oral communication, attention to detail, influencing, Ethics and professionalism, organizational awareness, problem-solving, planning and organizing.
- Functional competencies: Business process, use of technology, data processing & analysis.
- Public service orientation competencies: service delivery orientation, communication, interpersonal relationships, client orientation and customer focus.
- Personal competencies: action orientation, resilience, change readiness, cognitive ability, learning orientation.
- Management/leadership competencies: direction setting, impact and influence, team orientation, coaching and mentoring.

Candidates must be willing to be subjected to an interview, practical and/or written assessment. They must also be aware that previous employers and references may be contacted, and their qualifications, credit and criminal records be verified.

The application must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity documents (not older than three (3) months) as well as particulars of at least three contactable references, must be submitted to: **HR Manager: Transformation & Development, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, [www.oudtshoorn.gov.za](http://www.oudtshoorn.gov.za).**

**CLOSING DATE: 26 April 2024 at 12:00**

**Please Note:** Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. Council reserves the right not to make an appointment. No applications sent via e-mail or fax will be considered.

**MR W. HENDRICKS  
MUNICIPAL MANAGER**

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