



EXTERNAL NOTICE NOTICE 182 OF 2025

The Oudtshoorn Local Municipality, which includes the towns of Oudtshoorn, De Rust, and Dysselsdorp, 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 who meet the minimum requirements, have necessary integrity, and an 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 a criminal record check to their application.**

**GUIDE: CANGO CAVES
DEPARTMENT: PLANNING & DEVELOPMENT
DIVISION: CANGO CAVES & RESORTS**

**SALARY SCALE T10
(R 301,729.06 - R 391,643.15 PER ANNUM)**

**PERMANENT
STATION: OUDTSHOORN
REF: (WC/045/PD/PD/059)**

REQUIREMENTS

- Grade 12
- 2 years' relevant experience as a tourist guide
- Any additional foreign language will be an added advantage
- Able bodied & medically fit
- Computer literacy essential (MS Word, MS Excel, MS PowerPoint)
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Conduct tours and convey detailed information to all visitors.
- Co-ordinate, control, and accommodate groups with regard to nationalities and size.
- Monitor and log 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 (VIP's, Media, School groups, Educational groups, and Speleological tours).
- Assist disabled visitors in the cave.
- Public address system duties.
- Report defects in the cave, i.e. broken lights, switches, telephone and overly muddy steps to management.
- Apply first aid techniques to injured visitors.
- Collect litter and ensure that the cave is kept clean and neat at all times.
- Working hours are from Monday to Sunday.

COMPETENCIES

- **Core professional Competencies:** Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.
- **Functional Competencies:** Business Processes, Use of Technology, Data Processing & Analysis.
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
- **Personal Competencies:** Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning orientation.
- **Management/Leadership Competencies:** Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

Candidates must be willing to be subjected to an interview and written/competency/medical assessment. They must also be aware that previous employers and recent references may be contacted, and their qualifications and criminal records be verified. The appointment will be subject to the signing of an employment contract, performance agreement and disclosure of interest.

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 document (not older than three (3) months), as well as particulars of at least three recent contactable references. Applications must be submitted to **HR Manager: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620** or **Oudtshoorn Municipality, 69 Voortrekker Road, Oudtshoorn, 6620**. Application forms can be downloaded from the Oudtshoorn Municipality website www.oudtshoorn.gov.za.



For any enquiries, contact Roune Morrison at 044-203 3041 or rmorrison@oudtmun.gov.za

CLOSING DATE: 03 October 2025 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 will make appointments in line with its employment equity plan and reserves the right not to make an appointment. Applications sent via e-mail/late applications will not be considered. Any misrepresentation in your application will lead to automatic disqualification.

**MR M. YEKANI
MUNICIPAL MANAGER**

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