



EXTERNAL NOTICE

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dyssseldorp 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 that meet 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.**

**SENIOR HEAD GUIDE: CANGO CAVES
DEPARTMENT: PLANNING & DEVELOPMENT
DIVISION: STRATEGIC SERVICES & TOURISM – CANGO CAVES & RESORTS**

**SALARY SCALE T11
(R 356 208.96 - R 462 394.10 PER ANNUM)**

**PERMANENT
STATION: OUDTSHOORN
REF: (WC/045/PD/PD/046)**

REQUIREMENTS

- Grade 12 with at least a N6 Tourism or related qualification
- Tertiary Qualification in Tourism will be an added advantage
- 3 years of experience in a similar environment, i.e. Visitor Experiences and Tourist Attractions
- Must be a Registered Site Guide.
- Extensive knowledge of Caves and cave systems.
- Financial Management skill
- The ability to acquire and apply needed knowledge of Environmental monitoring systems and functions
- Knowledge of National Environmental Act 1998
- Knowledge of Cango Caves Ordinance (No. 5 of 1971)
- Knowledge of Museums Ordinance (No.8 of 1975)
- Knowledge of SAHRA Legislation
- Knowledge of Municipal Systems Act
- Knowledge of Tourism Act & Accreditation
- Knowledge of relevant employment-related legislation (BCEA, EEA, LRA & SDA)
- Valid Code B drivers' license
- Communication skills in at least two (2) of the three (3) official languages of the Western Cape



KEY PERFORMANCE AREAS

- In charge and oversee the entire operational component of the interpretations of tours and tour guiding.
- Conduct regular Cave inspections (cleanliness, electrical installations, communications and infrastructure defaults). Liaise with Maintenance Officer.
- Daily liaison with the Ticket Office Coordinator to confirm bookings and special arrangements
- Coordinate all guided tours and reconcile the reserved tours with the guides list
- Liaise with guides in order to give instructions, obtain feedback and deal with problems experienced.
- Delegate tasks to guides on-site and control execution thereof
- Regulate and oversee all special tours as required (VIP guests/media groups)
- Handling of all complaints from visitors, visiting guides and drivers.
- Supervise all operations (including personnel, finances, contingencies and emergency protocol) when Manager on Duty on alternate weekends
- Act as First Aid Officer, Health & Safety Officer and Fire Officer.
- Act as Cave Rescue Officer and Coordinator
- Responsible for stock control of all guide, rescue and First Aid equipment.
- Designated official to operate, monitor and maintain the environmental monitoring systems
- Responsible for Radon Management (Radiation Protection Officer on site)
- Attend weekly management meetings to receive instructions, make recommendations or discuss problems experienced

COMPETENCIES

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

Candidates must be willing to be subjected to an interview and written/competency 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 Rone Morrison at 044-203 3041 or rmorrison@oudtmun.gov.za

CLOSING DATE: 13 March 2026 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's 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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