



RE-ADVERTISEMENT NOTICE 33 OF 2026

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 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.**

**HEAD GUIDE: CANGO CAVES
DEPARTMENT: PLANNING & DEVELOPMENT
DIVISION: CANGO CAVES & RESORTS
SECTION: CONSERVATION**

**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 N6 Tourism Qualification (Proof to be attached)
- Registered Tour Guide (Proof to be attached)
- Valid First Aid Level 1.
- 2-5 years' relevant tour guide experience. Supervisory experience will be an added advantage.
- Valid Code-B driver's license.
- Computer Literacy (MS Office)
- Good health, sober habits and abled bodied
- Proficient 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 tour 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) as 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:** Organizational Awareness, Consulting, Planning and Organizing, Monitoring and Control, Negotiation, Oral Communication, Written Communication.
 - **Functional Competencies:** Change Management, HR Technology/ Information Management, HR Service Delivery, Strategic HR Management, Talent Management, Workforce Planning, Learning and Development, Occupational Health and Safety, Compensation and Benefits Management, Performance Management, Employee Wellness, Industrial and Labour Relations.
 - **Public Service Orientation Competencies:** Service Delivery Orientation, Communication, Interpersonal Relationships.
 - **Personal Competencies:** Action and Outcome Orientation, Conflict Management, Resilience, Learning Orientation, Accountability and Ethical Conduct, Problem Solving and Analysis
- Management/Leadership Competencies:** Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation.

Candidates must be willing to be subjected to an interview and a written/competency assessment. Candidates must also be aware that previous employers and recent references may be contacted, and their qualifications and criminal records may be verified. The successful 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 Jean Heunis at 044 203 3136 or heunis@oudtmun.gov.za

CLOSING DATE: 04 May 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 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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