

NDWEDWE LOCAL MUNICIPALITY

UMKHANDLU KAMASPALA WASENDWEDWE

Private Bag X503
Ndwedwe
4342
KwaZulu Natal
South Africa +27 (0)32 532 5000
mm@ndwedwe.gov.za
www.ndwedwe.gov.za



DEPARTMENT : LOCAL ECONOMIC DEVELOPMENT
POSITION : LED OFFICER TOURISM & CO-OPERATIVES
NATURE OF APPOINTMENT : PERMANENT
TASK GRADE :12
SALARY NOTCH : R404 584.68 per annum
SALARY SCALE : R404 584.68_ 525 172.46 pa
REF. NO :KZ293EDP012

KEY REQUIREMENTS

The incumbent must have Matric Certificate and a National Diploma in Community Development /Development Studies/ Public Management / Business Management /Tourism/ Agricultural Science or Equivalent Qualification. Appropriate minimum of three (3) years working experience within the Public/Local Government Sector, an added advantage would be in the Local Economic Development department sector, a Valid Driver's license minimum Code B.

KNOWLEDGE, SKILL & COMPETENCY

- Excellent verbal and written communication skills in English and isiZulu
- Understanding of both rural and urban cultural dynamics (local knowledge & understanding of the Ndwedwe Municipality will be an added advantage)
- Knowledge of public sector environment
- Knowledge of the Tourism sector
- Knowledge of the Local Economic Development sector

KEY RESPONSIBILITIES

- Identifying the key deliverables and immediate goals in the Council's integrated Developmental Plan in respect of the communication, investment, tourism, manufacturing and agricultural dimensions of local economic development

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- –An in depth understanding in the formalization and functioning of co-operatives
- Identifying Potential Tourism site attractions and economic development potential
- Enhancing Tourism sites and harnessing strong stakeholder relationships
- Providing as well as packing historical and cultural information
- Mapping out initiatives and interventions necessary for the delivery of a professional and Establish the adequacy and availability of personnel agreed outcomes and motivating to the immediate superior for additional resources.
- Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.
- Defining skills gap and training needs and activates procedural sequences aimed at developing and capacitating individuals.
- Co-ordinating broader based stakeholder workshops to seek ideas, establish priorities and determine strengths, weaknesses and threats.
- Formulating plans detailing interventions, actions and timelines guiding the delivery or execution of activities.
- Assessing and evaluating Local Economic Development project proposals and applications and preparing reports summarizing findings and including specific recommendations for considerations.
- Conducting situational analysis and feasibility studies to assess the impact of specific economic development initiatives and opportunities.
- Interacting with the established and emerging/ small local business tourism, agricultural and manufacturing sectors to elicit support with job creation and poverty alleviation initiatives.
- Facilitate the development if a vibrant and sustainable economy within the main sector of the Ndwedwe Local Municipality.

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid and Housing subsidy.

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CLOSING DATE: 27 MAY 2025 @ 16h00

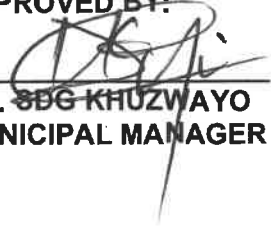
If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to HR Office No 06 or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

Enquiries are to be directed to **Manager: Human Resource** on this telephone number **(032) 532 5000.**

Faxed, e-mailed, Z83 form late applications will not be considered.

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.

APPROVED BY:


MR. SDG KHUZWAYO
MUNICIPAL MANAGER


DATE