



PRINCE ALBERT MUNICIPALITY

33 Church Street / Private BAG X53

PRINCE ALBERT, 6930

NOTICE 168/2025 – INTERNAL AND EXTERNAL VACANCY

Prince Albert Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified persons with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislations as historically disadvantaged individual as well as people with disabilities are encouraged to apply for the following **INTERNAL & EXTERNAL** vacancy:

CLERK: LOCAL ECONOMIC DEVELOPMENT

Division: Corporate Services

Section: PMS/IDP/LED/TOURISM

Post identification no.: WC052-1.3.1.1.1.2

MINIMUM REQUIREMENTS

- Grade 12
- Computer literacy essential (MS Word, MS Excel, MS PowerPoint)
- 2 – 5 years' relevant experience in Tourism / Local Economic Development
- Experience in local authority legislation will be advantageous
- Valid Code B driver's license
- The ability to develop and work with other persons, ability to work well under pressure, good report writing skills
- Excellent written and oral communication and facilitation skills
- Proficiency in at least two (2) of the three (3) official languages of the Western Cape.
- Preference shall be given to applicants residing within the Prince Albert Municipal boundaries

ADDED ADVANTAGE

- A post matric qualification in a related field will be an added advantage.

KEY PERFORMANCE AREAS

- Assist with the implementation of the LED / Rural Development projects to ensure its compliance with the aims and objectives of the IDP
- Assist with conducting research and preparing data for the establishment of an Integrated Economic Development Plan, focusing on areas such as agriculture, business sector and tourism to strengthen relationships
- Assisting with the implementation of SMME support programs to ensure that LED objectives are achieved
- Assist with the coordination of LED and Rural Development strategies and programmes to ensure that the objectives are met and that optimum utilisation of available resources is achieved • Assist government agencies and statutory institutions with the implementation of SMME support programmes so that the LED / rural development objectives are achieved
- Facilitating and encouraging the generating of ideas and concepts from SMME's, the community and other role players as development opportunities
- Identifying business opportunities from the agricultural, tourism and other sectors and assist SMME's by soliciting expert advice
- Handling all enquiries and advise developers and job hunters regarding development objectives and opportunities.
- Render the tourism function in the Prince Albert area in association with the relevant stakeholders

- Gathering and processing of tourism statistics
- Attendance of Local, District and Provincial Tourism meetings
- Marketing of the Prince Albert area as a preferred tourist destination by arranging media educational tours and tour operator information sessions
- Design, printing and distribution of marketing material
- Attendance of Indabas, Expos's and Festivals to market the Prince Albert area
- Arrange training programmes for persons employed in the tourism sector and execute schools' tourism awareness programmes
- Product development in the previously disadvantaged areas
- Performing general administrative duties.

REMUNERATION

Post Level: **T7 of a Category 1 municipality – R 196 887,72– R 255 574,32 per annum
(R 16 407,31 – R 21 297,86 per month)**

Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements) and 13th Cheque

STATUS OF POSITION

Permanent Position

COMPETENCY LEVELS

The competency level for this position is a level 2 of the Administrative Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> - Written communication - Oral Communication - Attention to detail - Influencing - Ethics and Professionalism - Organisational Awareness - Problem Solving - Planning and Organising 	<ul style="list-style-type: none"> - Business Processes - Use of Technology - Data Processing & Analysis 	<ul style="list-style-type: none"> - Interpersonal Relationships - Communication - Service Delivery Orientation - Client Orientation and Customer Focus 	<ul style="list-style-type: none"> - Action Orientation - Resilience - Change Readiness - Cognitive Ability - Learning Orientation 	<ul style="list-style-type: none"> - Impact and Influence - Team Orientation - Direction Setting - Coaching and Mentoring

CLOSING DATE

Friday 24 October 2025 at 15h00.

GENERAL

1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **FRIDAY 24 OCTOBER 2025 at 15h00**.
2. Applications without the municipal prescribed forms are automatically disqualified.
3. Applicants are encouraged to submit applications to jobapplications@pamun.gov.za.
4. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
5. Queries can be directed as follow:

Job-related	: Ms. Geneva Botes (Email: geneva@pamun.gov.za / Tel. 023 541 1036)
HR related enquiries	: Mr. Abridon Sass (Email: abridon@pamun.gov.za / Tel: 023 541 1036)
6. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.



ADV. THYS GILIOME
MUNICIPAL MANAGER
10 OCTOBER 2025