



uMgungundlovu Economic Development Agency, the entity of uMgungundlovu District hereby invites applications from committed and innovative individuals for the following vacancy.

**VACANCY – TOURISM ASSISTANT (TASK 6) R13 876.62 EXCLUSIVE OF BENEFITS
(REF. UMEDA 10/06/25)
POSITION REPORTS TO: GENERAL MANAGER: PROJECTS DEVELOPMENT**

QUALIFICATIONS AND REQUIREMENTS:

- A Diploma/ Degree in Tourism Management and Development or a related field is preferred.
- Minimum of 2 years' experience in Tourism. Prior experience in a tourism office or local economic development setting will be an added advantage.
- Experience working with local government and tourism development programs
- Strong understanding of uMgungundlovu District's tourism offerings, heritage sites, routes, and key attractions.
- Ability to engage with tourists, local businesses, and stakeholders in a friendly and professional manner.
- Strong organizational skills with the ability to multitask and prioritize tasks effectively.
- Excellent written and verbal communication skills, including report writing and editing abilities.
- Ability to build and maintain positive relationships with diverse stakeholders.
- Attention to detail and commitment to producing high-quality work.
- Ability to work both independently and collaboratively in a team environment.
- Knowledge of municipal operations and South African local government systems is advantageous.
- Ability to work under pressure and meet tight deadlines.

Job Summary:

To support the implementation and coordination of tourism-related initiatives in the uMgungundlovu District, contributing to tourism promotion, visitor experience improvement, local economic development, and stakeholder engagement. The role ensures alignment with UMEDA's strategic objectives and tourism development plans.

Key Responsibilities:

Administrative Support:

- Assist in maintaining tourism databases, records, and contact lists.
- Provide logistical and clerical support for meetings, workshops, and tourism events.
- Prepare reports, minutes, and correspondence as required.

Marketing and Promotion:

- Support social media and digital marketing efforts by gathering content and assisting in content creation.
- Help update and maintain promotional materials, including website listings and event calendars.
- Promote local tourism offerings in collaboration with local stakeholders and service providers.

Stakeholder Engagement:

- Liaise with local tourism businesses, community tourism organisations (CTOs), and municipalities.
- Support the implementation of district tourism plans and assist in tourism stakeholder coordination.

Compliance and Representation:

- Uphold the image and values of UMEDA in all tourism-related interactions.
- Represent the agency professionally at official functions, tourism expos, and public engagements when required.

Monitoring and Feedback:

- Collect visitor feedback and assist in compiling statistics on tourism trends in the district.
- Identify challenges raised by visitors and stakeholders and report them to the Tourism Officer.

UMEDA is committed to the provisions of the Employment Equity Act No. 55 of 1998 and reserves the right not to make any appointment. Any appointment that promotes representation in all categories and levels within the workforce will gain preference.

No Faxed or emailed applications will be accepted. If you don't hear from us within 21 working days after the closing date, regard your application as unsuccessful.

Closing Date: 01 July 2025 at 16h30

Submit application and CV's together with certified copies of qualifications, driver's license and ID to Sharne Rothwell hand delivered to UMEDA Show Grounds, Chief Albert Luthuli St, Town Hill, Pietermaritzburg.

Enquiries directed to Sharne Rothwell, Tel: +27 (0)33 342 3396 or Email: career@umeda.co.za

Mr. Michael Newton – Chief Executive Officer