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WE HAVE EXCITING CAREER OPPORTUNITIES FOR:

PERMANENT POSITIONS

- **Senior Manager: Destination Marketing and Events**
- **Senior Manager: Tourism Development**
- **Manager: Tourism Integration**
- **Manager: Tourism Sector Support**
- **Manager: Business Tourism (MICE)**
- **Manager: Events**
- **Destination Management Officer**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- Any misrepresentation or failure to disclose material information on the application form or cv will automatically disqualify your application.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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SENIOR MANAGER: DESTINATION MARKETING AND EVENTS

<u>Department:</u>	Johannesburg Tourism Company
<u>Branch:</u>	Destination Marketing and Events
<u>Designation:</u>	Senior Manager: Destination Marketing and Events
<u>Remuneration:</u>	R 71 274.46pm (basic salary, excluding benefits)
<u>Location:</u>	Sandton

Minimum Requirements:

- Grade 12 plus bachelor's degree in Marketing/Advertising/Communications/Public Relations or related field at NQF level 7;
- Minimum of ten (10) years' experience in a tourism marketing / Advertising Communications / public relations managerial role.
- Code 08 (B) Driver's License

Primary Function:

To direct, manage and execute Johannesburg Tourism Company Exhibitions and Events, relationship with the Service Providers as well as Johannesburg's participation in international trade shows to create market access and drive growth in Tourism for Johannesburg. To develop the Johannesburg Tourism brand and marketing strategy that will build the brand's reputation, increase market share and drive growth through building awareness and positivity.

Key Performance Areas:

- To embark on travel trade activities regionally and domestically;
- Manage and Implement the Joburg Strategy and Marketing the City at Indaba and Meetings Africa;
- To ensure management of Johannesburg's participation in international exhibitions
- To apply effective events project management:
- To ensure project governance, compliance and budget management;
- To ensure support and management of the events ;
- To produce exhibition and events marketing content development;
- Develop global tourism strategy for the destination;
- Manage the destination brand;
- Coordinate brand, marketing and channel performance;
- Coordinate stakeholder engagement and communication;
- Manage the resources of the business.

Leading Competencies:

- Computer Literacy – MS Office Applications (especial Ms Word, Power Point and Excel)
- Strategic perspective, leadership and people management;
- Detail Focused.
- Performance management and risk management skills;



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- Administrative skills;
- Report writing and project management skills;
- Analytical;
- Problem Solving ;
- Critical Thinking;
- Organising skills;
- Excellent written communication skills, including
- Interpersonal skills;
- Time Management.

Core Competencies:

- Knowledge of Travel industry;
- Business Acumen;
- Knowledge of City strategy (IDP, Prescribed Methodologies, Legislative, Policy and Regulatory Framework;
- Knowledge on Governance and Compliance
- Knowledge of principle and practices of municipal Organisation administration and personnel management;
- Excellent strategic thinking, planning and execution skills including ability to anticipate the talent and organization implications and identify strategic challenges and priorities;
- Knowledge of financial principles and practices;
- Sound knowledge of risk management;.

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ENQUIRIES ONLY:

Contact Person: Sonwabiso Selana

Tel No: 011 407 7644

CLOSING DATE: FRIDAY, 05 APRIL 2024

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SENIOR MANAGER: TOURISM DEVELOPMENT

Department:	Johannesburg Tourism Company
Branch:	Tourism
Designation:	Senior Manager: Tourism Development
Remuneration:	R 71 274.46 pm (basic salary, excluding benefits)
Location:	Sandton

Minimum Requirements:

- Grade 12 /NQF level 4 plus Bachelor's Degree in Tourism Management or Tourism Development or related field at NQF level 7;
- Minimum of ten (10) years' experience in a tourism development managerial role;
- Code 08 (B) Driver's License.

Primary Function:

To manage and increase the competitiveness of Johannesburg's tourism industry through the development, enhancement and diversification of existing and potential tourism resources. To manage and foster that tourism infrastructure supports current and future growth of the sector. To manage and facilitate inclusive participation and sustainability in the tourism sector.

Key Performance Areas:


- Provide leadership and strategic direction in the unit;
- Provide maintenance, development and enhancement of infrastructure and tourism products;
- Facilitate maintenance, development and enhancement of tourism experiences;
- Facilitate maintenance, enhancement of tourism products of State Owned Assets;
- Facilitate integration of tourism with other sectors including transport, creative industries, retail trade and events;
- Provide planning support on the co-ordination of tourism destination products;
- Co-ordinate and promote tourism investment portfolio;
- Provide project management and project administration support for tourism programmes;
- Coordinate the implementation of tourism BBBEE codes to enhance sector transformation;
- Coordinate the implementation of the Enterprise Development Programme pillars for the enhancements of transformation and tourism support services;
- Coordinate implementation and reporting of the Tourism Strategy programme and responsible tourism programmes.


Leading Competencies:

- Computer Literacy – MS Office Applications (especial Ms Word, Power Point and Excel)
- Programme and project management;
- Leadership and management;



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- Strategic Thinking;
- Analytical thinking;
- Conceptual;
- Problem solving;
- Good communication;
- Financial Management.

Core Competencies:

- Knowledge of Public Service, Municipality procedures and prescripts;
- Knowledge of Municipal Finance Management Act;
- Understanding of tourism plans and strategies;
- Knowledge of Policy formulation and implementation;
- Project management;
- Labour laws;
- Knowledge of City strategy (IDP, Prescribed Methodologies, Legislative, Policy and Regulatory Framework;
- Knowledge on Governance and Compliance
- Knowledge of principle and practices of municipal Organisation administration and personnel management;

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MANAGER: TOURISM INTERGRATION

<u>Department:</u>	Johannesburg Tourism Company
<u>Branch:</u>	Tourism Strategic Services
<u>Designation:</u>	Manager: Tourism Integration
<u>Remuneration:</u>	R 57 490.39 pm (basic salary, excluding benefits)
<u>Location:</u>	Sandton

Minimum Requirements:

- Grade 12 plus Degree /Advanced Diploma in Tourism Management or Development (NQF level 7);
- 7 - 9 years competitive experience within the Tourism industry.
- Code 08 (B) Driver's License

Primary Function:

Manage and foster that tourism infrastructure supports current and future growth of the sector. To Ensure the coordination and development of amenities, facilities, products and infrastructure. Manage and increase the competitiveness of Joburg's tourism industry through the development, enhancement and diversification of existing and potential tourism resources.

Key Performance Areas:

- Provide planning support on the co-ordination of tourism destination products promoting investment ;
- Provide project management and project administration support for tourism programme
- Provide maintenance, development and enhancement of infrastructure and tourism product and as well facilitate maintenance, development and enhancement of tourism experiences;
- Manage and direct staff;
- Maintaining of close relations with key stakeholders;
- Ensure compliance with MFMA procurement and financial management policies and procedures;
- Asset and risk management.

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel and PowerPoint)
- Good communication skills;
- Presentation skills;
- Coordinating skills;
- Business Management skills;
- Strong liaison and report writing skills



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Core Competencies:

- Knowledge of the following:
 - Corporate Governance.
 - Knowledge of Local Government.
 - Tourism Development;
 - Stakeholder Management;
 - Decision Making.

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MANAGER: TOURISM SECTOR SUPPORT

<u>Department:</u>	Johannesburg Tourism Company
<u>Branch:</u>	Tourism Strategic Services
<u>Designation:</u>	Manager: Tourism Sector Support
<u>Remuneration:</u>	R 57 490.39 pm (basic salary, excluding benefits)
<u>Location:</u>	Sandton

Minimum Requirements:

- Grade 12 plus Degree /Advanced Diploma in Tourism Management / Development or Marketing (NQF level 7).
- 7 - 9 years competitive experience within the Tourism industry.
- Code 08 (B) Driver's License

Primary Function:

Facilitate efficient management and implementation of tourism sector human resources development initiatives. Manage and facilitate inclusive participation and sustainability in the tourism sector. Manage and create jobs or work opportunities through tourism interventions.

Key Performance Areas:

- Co-ordinate efficient management of tourism sector HRD governance and Provide efficient and effective planning and implementation of Tourism Sector HRD Initiatives;
- Manage the establishment of partnerships with institutions of learning and the tourism sector for purposes of skills development;
- Coordinate the implementation of the Enterprise Development Programme pillars for the enhancements of transformation and tourism support services;
- Manage and direct staff;
- Maintain close relations with key stakeholders;
- Ensure compliance with MFMA procurement and financial management policies and procedures;
- Asset and risk management.

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel and PowerPoint)
- Good communication skills;
- Presentation skills;
- Coordinating skills;
- Business Management skills;
- Strong liaison and report writing skills

Core Competencies:

- Knowledge of the following:
 - Corporate Governance.
 - Knowledge of Local Government.



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- Tourism Development;
- Stakeholder Management;
- Decision Making.

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MANAGER: BUSINESS TOURISM (MICE)

Department:	Johannesburg Tourism Company
Branch:	Tourism
Designation:	Manager: Business Tourism (MICE)
Remuneration:	R 57 490.39 pm (basic salary, excluding benefits)
Location:	Sandton

Minimum Requirements:

- Degree or Advanced Diploma in Tourism or Hospitality Management (NQF Level 7);
- 7 - 9 years relevant experience within the Tourism or Hospitality Industry.
- Code 08 (B) Driver's License

Primary Function:

To position Johannesburg as one of the world's premier Business Tourism destinations and secure of Business Events (Meetings, Incentives, Conferences and Exhibitions or Events-MICE) for Johannesburg to contribute to the economic growth of city and supporting revenue generation in the tourism industry.

Key Performance Areas:

- General Management;
- Stakeholder Management;
- Strategic Support;
- Personnel Management;
- Financial Control;
- Organising and Planning.

Leading Competencies:


- Computer Literacy (Microsoft Word and Excel and PowerPoint);
- Excellent verbal and written communication skills
- Presentation skills;
- Coordinating skills;
- Business Management skills;
- Strong liaison and report writing skills


Core Competencies:


- Knowledge of the following:
 - Corporate Governance.
 - Knowledge of Local Government.
 - Tourism Development;
 - Stakeholder Management;
 - Decision Making.



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MANAGER: EVENTS

Department:	Johannesburg Tourism Company
Branch:	Tourism
Designation:	Manager: Events
Remuneration:	R 57 490.39 pm (basic salary, excluding benefits)
Location:	Sandton

Minimum Requirements:

- Grade 12 /NQF level 4 plus Degree or Advanced Diploma in Marketing/Communications/Public Relations or Tourism (NQF Level 7);
- 7 - 9 years relevant experience within the Tourism Industry.
- Code 08 (B) Driver's License

Primary Function:

Organise and promote events that markets and positions the province and increases economic and branding benefits from Joburg's extensive calendar of events through the provision of marketing support.

Key Performance Areas:

- Develop an events plan;
- Host key events in promotion of Johannesburg;
- To improve and strengthen both internal and external stakeholder relationships within the tourism industry;
- Ensure compliance with MFMA procurement and financial management policies and procedures.
- Ensure that an effective communication strategy exists for promoting destination locally and globally;
- Asset and risk management.

Leading Competencies:


- Computer Literacy (Microsoft Word and Excel and PowerPoint);
- Excellent verbal and written communication skills
- Presentation skills;
- Coordinating skills;
- Business Management skills;
- Strong liaison and report writing skills

Core Competencies:

- Knowledge of the following:
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DESTINATION MANAGEMENT OFFICER

<u>Department:</u>	Johannesburg Tourism Company
<u>Branch:</u>	Tourism Strategic Services
<u>Designation:</u>	Destination Management Officer
<u>Remuneration:</u>	R 31 462.75 pm (basic salary, excluding benefits)
<u>Location:</u>	Sandton

Minimum Requirements:

- Grade 12 /NQF level 4 plus Degree or Diploma in Tourism Management, Development, Marketing or equivalent (NQF Level 6 / 7);
- 3 - 4 years relevant experience within experience in Tourism;
- Code 08 (B) Driver's License

Primary Function:

Disseminate tourism information to domestic and international tourists that visit COJ and ensure that visitors are fully informed about tourism services offered by COJ. Secondly, disseminate tourism information at destination events (Business and Leisure events), and at domestic & international travel trade platforms.

Key Performance Areas:

- Execute the processes involved in information dissemination to tourist;
- Sustain stakeholder relation with current stakeholder and develop new relation with stakeholder currently not part of the network;
- Coordinate specific project requirement with respect to events, exhibition and conference venue coordination;
- Provide project support;
- Provide an effective office support function.

Leading Competencies:

- Computer Literacy (Microsoft Word and Excel and PowerPoint);
- Interpersonal skills
- Problem solving skills
- Good communication (verbal and written) skills;
- Time management skills;
- Good Planning and Organising skills;
- Coordinating skills;

Core Competencies:

- Basic knowledge of the Local Government;
- Knowledge of related policies and legislation governing the tourism industry at local government level;
- Basic customer care knowledge



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