

CALL FOR APPLICATIONS: Tour Guide
(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION, GRADE B4, SALARY R 167 589.25 TOTAL COST OF EMPLOYMENT)

Constitution Hill Development Company seeks to appoint a **Tour Guide**

Primary Purpose: To provide interactive and accurate tours of Constitution Hill so that the reputation of the precinct as a museum and heritage site can be enhanced and in so doing will attract visitors to its exhibitions and the museum and to educate tourists on the history and the issues of Constitutionalism, Human Rights and Democracy. To conduct tours effectively efficiently and professionally to generate income through increased and repeat admissions. Give input for defining the protocols that need to be observed before, during and after the tour to include in the organisational processes.

Key Accountabilities:

Provide accurate tours of Constitution Hill by:

- Facilitating guided tours for visitors to the site to educate them with the history of the site as well as the role of the Constitutional Court.
- Familiarising themselves with Constitution Hill's exhibitions, to provide visitors with a broad range of knowledge about the institution and its history.
- Engage in discussions with visitors about the site and its role in the Democratic South Africa.
- Provide support to other departments to enhance learning's about programmes; support Constitution Hill meeting its operational objectives and enhance the reputation of the site.
- Facilitate special tours for VIP's and special interest groups when required in order to enhance the reputation of the site.
- Make recommendations for additional training, script changing, exhibition briefing etc. to ensure that the tours remain relevant and up to date.
- Send out invitations to schools and organisations to visit Constitution Hill.
- The incumbent is required to lead tours of the site, participate in enhancing the quality of tours on site as well as provide support to other departments to meet their operational tasks.

Qualification and Experience:

- **Minimum:** Matric and Relevant tourism qualification
- Relevant accreditation NQF4
- Be a South African citizen or be in possession of a valid work permit;
- CATHSSETA-accredited training or any other accredited institution which offers programmes recognized by SAQA;
- Be in possession of a valid first aid certificate from institution recognized by Department of Labour;
- pay a registrationn fee of R240 (Renewable every 3 years)
- Must submit a completed and signed registration form and the code of conduct and ethics upon registration.
- Tourist Guide Registrars
- 3- 4 years' experience in similar environment

Preference will be given to people with disabilities, women and under-represented groups to promote Employment Equity within the group.

The closing date for applications is **6 July 2018, 12h00 midday** and only shortlisted candidates will be contacted.

Enquiries and submissions should be addressed to recruitment@constitutionhill.org.za

Constitution Hill reserves the right to make an appointment.