



## PROJECT MANAGER MARKETING & TOURISM 12 MONTHS CONTRACT

The above mentioned position is available in the Marketing and Tourism department at Robben- Island Museum. The incumbent will be responsible for promoting the Robben Island Museum as World Heritage Site by managing the destination development projects funded by the National Department of Tourism.

The Project Manger will assist with implementing special projects related to product development as follows; manage tourism infrastructure development projects, management of service providers, managing project budgets, report writing and stakeholder management.

### Duties and Responsibilities:

- Project Managing all the infrastructure development projects for Tourism
- Managing and facilitating communication between RIM, service providers and project sponsors
- Managing project budgets
- Developing project implementation plans
- Tracking project performance
- Project Reporting
- Coordinating events related to destination development
- Facilitating all procurement processes and purchasing
- Administering all project related activities
- Ensuring compliance with SAHRA
- Ensuring quality delivery by service providers
- Monitoring adherence to project timelines by all service providers

### Requirements:

- National Diploma in Project Management or Marketing NQF Level 6;
- 5 years experience in project management, Marketing or Tourism;
- Good Judgement and problem solving skills;
- Attention to detail;
- Information monitoring.

RIM is an EE, AA, employer, RIM reserves the right the right not to make an appointment if suitable candidate are not found. Forward a detailed cv, accompanied by certified copies your ID and qualification certificates as well as contactable referees, to [recruitment@robben-island.org.za](mailto:recruitment@robben-island.org.za) by no later than 18June 2016. Note : If you do not hear from us within 30 days, please consider your application unsuccessful.