



## **Job Specification and duty list**

### **ANNEXURE A**

#### **Job title:**

Field Guide and Camp Assistant

#### **Technical mandatory Requirements**

- FGASA level 1
- PDP
- First aid level 1
- 1 or more years of experience in the industry is preferable

#### **Competencies and personal attributes**

- Excellent client engagement and service orientated skills.
- Resourcefulness, the ability to think outside of the box
- The ability to be self-lead
- Honesty
- High standards of work ethic
- Integrity
- Client centricity
- Professional and punctual
- Takes responsibility
- Courteous

#### **Detailed job description:**

Tasks included, but not limited to:

- Conduct game drives
- Prepare catering for game drives
- Regular check in with guests
- Meet and greet guests upon check-in
- Conduct all check-in activities with guests
  - Signing indemnities

- Informing guests of house rules
- Conducting the key check processes, including
  - Inventory checks
- Seeing guests out upon departure
- General camp operational checks
  - According to checklist
- Proactive updates to owners
- Act as back-up to general camp assistant in the event of unplanned absenteeism
- Assist general camp assistant with duties such as maintenance, **if required**. These duties may include:
  - Housekeeping duties such as tent and bed preparation
  - Cleaning of communal area
  - Premises inspections to identify animal activity
  - Identify and remove invasive species
- Ensure Game viewer is in an acceptable condition for guests – keep clean and washed
- Ensure Game Viewer has appropriate fuel and that levels are adequate
- Strict adherence to Dinokeng Rules and regulations
- Required to stay overnight on premises during shifts or when required

**Training required and provided:**

- On the job training
- Memorize and familiarize with policies and procedures
- Shadowing of experienced field guides in order to better understand game drive routes
- Exploration drives to familiarize with area and routes
- Vehicle care and maintenance

**Uniforms**

The company will provide 3 formal company branded shirts

Standard uniform is Khaki shorts, long pants or navy jeans with a navy branded shirt. The uniform is not required to be worn unless in the presence of guests or when requested by management.

Staff are responsible for the cleaning and maintenance of provided uniforms.