CHIEF EXECUTIVE OFFICER

POST NO. 140403

(5 YEAR FIXED TERM CONTRACT)

The KwaZulu-Natal Nature Conservation Board, trading as Ezemvelo KZN Wildlife, is a PFMA Schedule 3C public entity established in terms of the KwaZulu-Natal Nature Conservation Management Act (Act No. 9 of 1997).

THE ENTITY

The entity is responsible for the management of nature conservation within the Province of KwaZulu-Natal including protected areas as well as development and promotion of ecotourism and facilities within the protected areas.

THE BOARD:

The Board of Ezemvelo KZN Wildlife wishes to appoint a suitable person into the position of Chief Executive Officer to be based at its Head Office in Pietermaritzburg.

THE PRIMARY ROLE

The primary function of the Chief Executive Officer is to lead the Executive Management Team in managing the short, medium and long-term strategic plan and take executive decisions as delegated by the Board as well as ensuring that the decisions of the Board are effectively implemented.

KEY RESULTS AREAS:

Strategic Leadership

- Overall responsibility for the support, management and guidance of the Board, as well as execution of decisions taken by the Board to ensure that Ezemvelo KZN Wildlife complies with all relevant legislation and statutes and that Board decisions are implemented.
- Strengthen relations with national, regional as well as local stakeholders through ensuring that closer cooperation and working relationships are developed.
- Overall responsibility for improving the organisation’s image and communication with the public and other stakeholders.

Strategy implementation

- In conjunction with the Board, formulate the organisational strategy and/or reviews as and when necessary and appropriate.
- Lead the process of the organisational strategy implementation including the preparation of Annual Performance Plans (APP) and Budget for approval by the Board and the Executive Authority to ensure the entity delivers on its legislated mandate.

Organisational Management and Control

- Ensure the implementation of Annual Performance Plan and achievement of targets.
- Ensure that appropriate operational policies and procedures are developed, always maintained and complied with.
- Ensure workplace compliance with all the relevant legislations.

**Financial Management**
- Support the Accounting Authority (Board of Ezemvelo KZN Wildlife) in fulfilling its duties and responsibilities in terms of the Public Finance Management Act and the Treasury Regulations.
- Ensure funds are expended timeously within and in accordance with the approved strategy and Annual Performance Plan.
- Ensure systems of internal controls, financial policies and procedures are developed, reviewed and adhered to.

**Corporate Governance**
- Facilitate effective functioning of the Board and its committees.
- Ensure compliance with the codes of good corporate governance within the organisation including King IV.
- Develop risk management and compliance frameworks as well as ensuring that an effective internal audit function is in place.

**MINIMUM REQUIREMENTS**
This top executive position is suited to a South African citizen who is multi-skilled, dynamic, self-motivated professional with well-developed leadership and management abilities. In addition, the applicants should meet the following minimum requirements:
- A Post Graduate Degree in Business Administration or Public Administration or equivalent;
- A Masters’ Degree in Business Administration or Public Administration will be an added advantage;
- Ten years management experience of which at least five years must have been at Executive Management level in public or private sector;
- Good understanding of the PFMA and the statutory requirements for Schedule 3C entities;
- Experience and knowledge in governance and risk management principles;
- Good interpersonal and stakeholder management skills; and
- Good understanding of matters pertaining to environmental management, conservation and tourism.
- Must be able to converse in local languages fluently.

**COMPETENCIES**
Strategic capability and leadership; Financial management; Change management; Knowledge management; Service delivery innovation; Problem solving and analysis; People management and empowerment; Client orientation and Customer focus; Honesty and Integrity.

If you meet the abovementioned requirements and competencies for this position, you are invited to apply.

**DIRECTIONS TO APPLYING CANDIDATES**
The following mandatory documents must be submitted:

a) Only fully completed application form obtained from Ezemvelo Wildlife’s website (www.kznwildlife.com) will be accepted, hence incomplete application form will not be considered.
b) Certified copies of all qualifications, identity document, and valid driver’s license. Certified copies must not be older than three (3) months from the date of submission and should not be copies of certified copies.

Applications to be posted to:
Ms Ignatia Khuzwayo: P.O. Box 13053, CASCADES, 3201.

Enquiries: Ms Ignatia Khuzwayo - 033 - 845 1341
Email: ignatia.khuzwayo@kznwildlife.com

Closing Date: 22 November 2019

Applications received after the closing date will not be considered. Applicants not contacted within 30 days of the advertisement closing date should consider their applications unsuccessful. Selection will be made in line with the Organisation’s Employment Equity Plan and preference will be given to members of designated groups. The appointment to the post is subject to positive outcome obtained from all verifications processes in relation to the position advertised.

Ezemvelo KZN Wildlife reserves the right not to make an appointment.