



**ADVERT**  
**FIXED TERM CONTRACT 2 YEARS & 3 MONTHS**  
**INVASIVE ALIEN SPECIES PROGRAMME**  
**PROJECT ADMINISTRATOR**  
**PARTNERSHIPS AND PROJECTS**  
**MIDMAR NATURE RESERVE**

**TOTAL REMUNERATION PACKAGE: R 308 154 per annum**

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 the development and promotion of ecotourism and facilities within the protected areas. Ezemvelo KZN Wildlife wishes to appoint a suitable candidate for the position of IASP Project Administrator.

**PURPOSE OF THE JOB:**

To ensure effective and efficient financial management within the Invasive Alien Species Programme and compliance to the financial policies and procedures of the organisation and ensuring that other administrative requirements are met.

**QUALIFICATIONS**

- A Certificate in Financial Management or Business Administration or Public Management with a Finance Module (NQF 5)
- Three (3) Year Diploma (NQF 6) relevant qualification will be an added advantage
- Valid Code B Driver's Licence

**EXPERIENCE**

- 3-5 years Invasive Alien Species Programme administrative experience.
- Experience in financial administration processes and procedures, ability to use SAP, compiling budgets and budget planning abilities are critical to this post.

## **KEY PERFORMANCE AREAS**

*Renders administrative support to the Invasive Alien Species Regional Programme, including providing support to the Field Team whilst ensuring compliance with the Public Finance Management Act (PFMA) and EKZN Wildlife's Policies and Procedures:*

- Records / proof read broad minutes / decisions of meetings and communicate them to relevant stakeholders and follow-up on progress made with minimum supervision
- Organize logistical arrangements for meetings/workshops
- Ensures that travel arrangements are well coordinated as well as organize, field visits for internal and external stakeholders
- Oversee procurement for the manager and regional programme
- Prepare monthly reports
- Maintain Human Resource records
- Manage vehicle usage and administration
- Maintenance of electronic and manual filing systems
- General office management/maintenance
- Maintain asset register

*Support the Regional Manager with the administration of the budget and donor funding allocated to the Regional Invasive Alien Species Programme:*

- Collect and co-ordinate all the documents that relate to the Regions budget
- Prepare quarterly budget
- Keep record of expenditure commitments and monitor expenditure
- Check and correlate budget variance reports and commitments
- Monitor project budget and prepare financial reports for donors
- Liaise with Ezemvelo KZN Wildlife finance department
- Prepare all claims, invoices and payments for services procured by the Region
- Prepare and submit claims for payment of expenses
- Maintain petty cash or corporate cards

## **KEY COMPETENCIES REQUIRED**

- Public Finance Management Act
- Analytical and Interpretive thinking
- People oriented and Systematic
- Able to interact at all levels of the organization
- Able to work under pressure
- Facilitation Skills
- Relationship Building Skills
- Computer Literacy Skills

- Good Communication Skills
- Administration Skills
- Presentation Skills
- Report Writing Skills

#### **DIRECTOINS FOR APPLYING CANDIDATES:**

The following **mandatory documents** must be submitted.

- a) Fully completed EZEMVELO Application Form for Employment (available from <http://www.kznwildlife.com/careers>)
- b) Applications without Ezemvelo Application Form and incomplete forms **will not** be considered.
- b) Only shortlisted candidates will be required to submit certified application supporting documents, including qualifications certificates, Driver's License, Identity Document (ID) etc.

The appointment to the post is subject to a positive outcome obtained from all verifications in relation to the position advertised.

Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Ezemvelo application form directly to the following email address [recruitments@kznwildlife.com](mailto:recruitments@kznwildlife.com).

Applicants may also visit any KZN Department's and Public Entity's Designated Online Application Centres (DOACs) where staff will assist you with applying for jobs on the KZN online e-Recruitment system or receiving your hardcopy application.

You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).

Please note that applicants should only use **one** of the following methods when applying for a post:

- either through the online e-Recruitment system,
- emailing Ezemvelo application form directly to [recruitments@kznwildlife.com](mailto:recruitments@kznwildlife.com)
- submit a hardcopy application to one of the Designated Online Application Centres (DOACS)

#### **EZEMVELO DESIGNATED ONLINE APPLICATION CENTRES (DOACS)**

INGWE ROOM, EZEMVELO KZN Wildlife (Head Office); Queen Elizabeth Park; 1 Peter Brown Drive; Montrose, Pietermaritzburg 3201.

For any queries relating to this job-application please contact **Mr. Mondli Mkhwanazi** on **033 845 1981** during office hours.

**Closing Date: 09 October 2024**

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 terms of the Organization's Employment Equity Plan and Preference will be given to members of designated groups. Ezemvelo KZN Wildlife reserves the right not to make the appointment towards this post.