



INTERNAL & EXTERNAL ADVERT
DESIGNATION: HOUSEKEEPING SUPERVISOR (B3)
LOCATION: HLUHLUWE- HILLTOP
DIVISION: COMMERCIAL SERVICES
POST NUMBER: 3221B2

TOTAL REMUNERATION PACKAGE: R 344 885,06 P/A

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 suitable candidates for the positions of Housekeeping Supervisor.

PURPOSE OF THE JOB:

To provide operational support effectively and efficiently to the Hospitality Manager through supervision of staff and upkeep and control of facilities and assets of the resort.

QUALIFICATIONS:

- Matric Certificate
- National Certificate in Accommodation and Services/ Hotel/ Hospitality Management
- Valid Code EB driver's licence

EXPERIENCE:

- 2 years in the hospitality industry performing housekeeping duties.
- 1-year supervisory experience

KEY PERFORMANCE AREAS

- Operational Financial Administration
- Facilities Oversight & Inspection
- Inventory Control
- Health and Safety Compliance
- Staff Supervision
- Client & Guest Relations

KEY COMPETENCIES

- Hospitality management principles, practices, and standards
- Accommodation Services
- Health, Safety and environmental issues and compliance requirements
- Customer Care
- Work principles and procedures (human resource management and supply chain management)
- Supervisory and administrative skills
- Good verbal and written communication skills
- Computer literacy

ACCOMMODATION

Basic accommodation will be provided

DIRECTIONS TO 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.
- c) 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 using the Ezemvelo application form or submit their application directly to the following email address 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 Centers (DOACS) at 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 Recruitment@kznwildlife.com

submit a hardcopy application to one of the Designated Online Application Centres (DOACS)

For any queries relating to this job-application please contact Recruitment Office on 033 845 1761 during office hours.

Closing Date: 26 May 2025

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.