



## **INTERNAL & EXTERNAL ADVERT**

**DESIGNATION: PERSONAL ASSISTANT – GRADE (C1)**

**PROGRAMME: BIODIVERSITY CONSERVATION OPERATIONS**

**LOCATION: PIETERMARITZBURG - HEAD OFFICE**

**POST NO: 145003**

### **TOTAL REMUNERATION PACKAGE: R 419 822,85 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 KwaZuluNatal 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 Personal Assistant.

### **PURPOSE OF THE JOB**

To perform administrative tasks in direct support of the General Manager: Biodiversity Conservation Operations.

### **QUALIFICATIONS**

- Office Administration or Public Administration or Customer Service Diploma is mandatory
- Valid Code B driver's license is mandatory

### **EXPERIENCE**

- Minimum of 3 years' secretarial or personal assistance experience is mandatory.

### **KEY PERFORMANCE AREAS**

- Resource Utilisation
- Expenditure Administration
- Office Activity Scheduling and Planning
- Office Administration and Secretarial Support
- Information Management and Record Keeping
- SAP Duties

- Client and Guest Relations
- Financial
- Internal Processes
- Customer and Stakeholder

## **KEY COMPETENCIES REQUIRED**

- A clear demonstrated knowledge of the General Manager's statutory and operational responsibilities
- Managing General Manager: Biodiversity Conservation Operation's calendar, scheduling meetings and appointments
- The proven ability to perform difficult, complex and detailed clerical and administrative work with accuracy and speed
- The proven ability to take and transcribe minutes/memos with speed and accuracy
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- Proven administrative skills and a track record in the preparation of strategic documents, presentations, reports and databases
- Proven interpersonal skills and good verbal and written communication in English
- Proven office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette, minute taking, filing and record keeping.
- Overseeing team co-ordination and internal communication
- Drafting reports, presentations and proposals for marketing initiatives.
- Organizing Travel arrangements (flights, accommodation, transport)
- Taking minutes in meetings and following up on action points
- Assisting with stakeholder engagement (Clients, Partners, Sponsors)
- The proven ability to:
  - analyse situations accurately and take appropriate action
  - identify problems and recommend solutions
  - interpret, apply and initiate organisational policies and procedures
  - manage confidential and sensitive information
  - ensuring that key deadlines and project milestones are met
  - Preparing expense reports and budget tracking
- Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint
- Must be willing to work on weekends or public holidays
- Proven knowledge regarding the following work principles and procedures:
  - cost centre budgetary, expenditure and cash flow management
  - human resource management and administration
  - supply chain management
  - Knowledge of the conservation and tourism sectors and their regulatory and legislative frameworks

## **DIRECTIONS TO APPLYING CANDIDATES:**

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

- Fully completed EZEMVELO Application Form for Employment (available from <http://www.kznwildlife.com/careers>)

- b) Applications with no 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.

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

- emailing Ezemvelo application form directly to [Recruitment.HR@kznwildlife.com](mailto:Recruitment.HR@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: 05 September 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.