



INTERNAL & EXTERNAL VACANCY
ADMINISTRATION CLERK – GRADE B2
HUMAN RESOURCES – HEAD OFFICE
POST NUMBER: 121005

TOTAL REMUNERATION PACKAGE: R 299 371.84 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 candidate for the position of Administration Clerk.

PURPOSE OF THE JOB:

To provide administrative and secretarial support.

QUALIFICATIONS

- Grade 12 is mandatory
- Secretarial Certificate is mandatory
- Computer Literacy in Microsoft Office
- Human Resources Management Diploma will be an added advantage
- Code B driver's license

EXPERIENCE

- 1 year experience in the Employment Relations environment is mandatory
- 3 years' experience in an Office Environment

KEY PERFORMANCE AREAS

- Use and maintain all organizational resources efficiently, effectively and economically
- Manage diary by scheduling appointments and commitments
- Ensure manager's office environment is maintained at acceptable levels including stationery, furniture and equipment
- Deal with any claims and invoices and forward for processing to the relevant component
- Maintain and control stocks of standard forms and stationery and complete requisition orders to facilitate the replenishment of items prior to depletion
- Retrieve supporting documentation and records on request to facilitate and support query resolution or discussions
- Provide administrative and clerical support within employment relations unit
- Assist in providing information to employees and management on labour matters and policies
- Coordinating meetings, liaising with stakeholders, and ensuring compliance with labour legislation and company policies
- Provide general clerical support and assist senior officers with various administrative tasks within the labour relations unit.
- Proper filing and recordkeeping and the opening of new files

KEY COMPETENCIES

- Basic Computer literacy, including MS Word, MS Excel and MS Power-point
- Excellent verbal and none verbal communication
- Record keeping and filing skills
- Minute-taking Skills
- Coordination and organization skills
- Able to work under pressure
- Responsible and committed
- Able to interact at all levels of the organization

ACCOMMODATION

- No accommodation will be provided.

DIRECTIONS TO APPLYING CANDIDATES:

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

- a) Fully completed EZEMVELO Application for Employment form (available from <http://www.kznwildlife.com/careers>) (applications with incomplete forms **will not** be considered).

b) Only shortlisted candidates will be required to submit certified copies of application supporting documents, including qualifications certificates, Driver's License, Identity Document (ID) etc.

The appointment to the post is subject to 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:

- either submit Ezemvelo KZN Wildlife application form at (Head Office); Queen Elizabeth Park: 1 Peter Brown Drive; Montrose, Montrose, Pietermaritzburg, 3201,
- emailing Ezemvelo KZN Wildlife application form directly to Recruitment@kznwildlife.com

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

Closing Date: 11 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.