



## **INTERNAL & EXTERNAL ADVERT**

**DESIGNATION: DEBTORS & INVESTMENT SUPERVISOR (C1)**

**DIVISION: FINANCE**

**LOCATION: HEAD OFFICE (Pietermaritzburg)**

**Post No 610139**

**TOTAL REMUNERATION PACKAGE: R 419 822,85 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 development and promotion of ecotourism and facilities within the protected areas. Ezemvelo KZN Wildlife wishes to appoint a suitable candidate into the position of Debtors & Investment Supervisor.

### **PURPOSE OF THE JOB:**

To manage, control and invest the Organization's funds to ensure that Ezemvelo KZN Wildlife has sufficient funds to cover its day-to-day operational needs and to maximise investment returns for the organisation.

To manage the debtors function ensuring that the duties in relation to accounts receivable (both internal and external trade and non-trade debtors) are carried out in accordance with the PFMA, Treasury regulations and Ezemvelo KZN Wildlife Procurement Policies and Procedures.

### **QUALIFICATIONS**

- Grade 12 is mandatory
- 3-year Diploma in Accounting or equivalent is mandatory
- Bachelor's Degree in Accounting will be an added advantage

### **EXPERIENCE**

- 2-4 Years experience in a financial environment is mandatory
- 1 Year supervisory experience in a financial environment is mandatory
- 1 Year financial system experience is mandatory

### **KEY PERFORMANCE AREAS**

- Master Data Management
- Trade Debtor Management
- Leases, Concessions and Contract Management
- Intercompany Loan Management (Projects Department)
- Sundry Receivables
- Motor Vehicle Tender Purchases/Sales (MVA Scheme)
- Employee Overpayment Management
- Payment Processing (Receivables)
- General Ledger Management
- General Administration
- Investment Management
- Cash Flow management and reporting
- EFT System Management
- Stock Ledger value adjustments
- Cash Receipting and banking
- Staff Management
- Customer and Stakeholder Management

#### **KEY COMPETENCIES AND SKILLS REQUIRED**

- Financial accounting knowledge
- Financial policies and procedures knowledge (Ezemvelo and PFMA)
- Financial knowledge
- Understanding bank statements
- General ledger competence
- Reconciliation skills
- Knowledge of debtors age analysis
- Computer literacy (MS Office, on-line banking and SAP)
- Supervisory skills
- Communication skills

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

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

- a) The 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](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 Centers (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 USING EZEMVELO APPLICATION FORM;
- emailing Ezemvelo application form directly to [Recruitment.HR@kznwildlife.com](mailto:Recruitment.HR@kznwildlife.com); or
- 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: 09 October 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.