



INTERNAL & EXTERNAL VACANCY

DESIGNATION: PAYROLL SUPERVISOR (C2)
DIVISION: FINANCE
LOCATION: HEAD OFFICE
POST NO: 150429 & 150407

TOTAL REMUNERATION PACKAGE: R 485 210,09 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 suitable candidates into the two (2) positions of Payroll Supervisor.

PURPOSE OF THE JOB:

To supervisor and ensure accurate payment and processing of salaries and the reconciliation thereof, including the processing of all third-party and related payroll payments in compliance with the relevant legislation

QUALIFICATIONS:

- Grade 12/National Senior Certificate is **mandatory**
- National Diploma in Payroll/ Human Resources (HR)/ Accounting/ Financial Management is **mandatory**
- Bachelor's Degree in Payroll/Human Resources/ Accounting is **desirable**

EXPERIENCE:

- 2-3 years Payroll experience is **mandatory**

KEY PERFORMANCE AREAS:

- Financial resource utilization within area of responsibility
- Monthly Payroll Data Management

- Exit Payment Validation
- Processing of Monthly Reports
- Third Party Deduction and Payment
- Staff Supervision
- Legislative submissions
- Customer Support

COMPETENCIES REQUIRED:

- Payroll practices
- Payroll and tax legislation
- Basic understanding of labour legislation
- HR Policies
- Knowledge of a Payroll system
- Communication skills
- Financial and administrative skills
- Interpersonal skills
- Microsoft Office (including, however, not limited to MS Word, MS Excel)
- Decision making and logical thinking
- Problem solving
- Task driven and systematic
- People, goal/results orientated
- Ability to work under pressure
- Responsible and committed to professionalism, integrity and confidentiality

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>)
- Applications without Ezemvelo Application Form and incomplete forms **will not** be considered.
- 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 or submit their Ezemvelo application form 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 **USING EZEMVELO APPLICATION FORM,**
- emailing Ezemvelo application form directly to recruitments@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: 31 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.