



INTERNAL & EXTERNAL ADVERT

DESIGNATION: COMMUNITY CONSERVATION OFFICER: GRADE C3

DIVISION: BIODIVERSITY CONSERVATION OPERATIONS

LOCATION: TEMBE ELEPHANT PARK / NDUMO GAME RESERVE KWAZULU-NATAL

POST NO: 252501

TOTAL REMUNERATION PACKAGE: R 567 664,12 Per Annum

THE ENTITY

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 Community Conservation Officer for the Tembe Elephant Park AND NDUMO GAME RESERVE.

PURPOSE OF THE JOB:

The purpose of this role is to facilitate and strengthen collaborative relationships between Ezemvelo KZN Wildlife and surrounding communities to support the effective conservation and management of biodiversity in and around Tembe Elephant Park and Ndumo Game Reserve, collectively Tembe – Ndumo Complex. The Community Conservation Officer will be responsible for promoting inclusive conservation practices by engaging local stakeholders, fostering environmental awareness, and encouraging community participation in biodiversity stewardship initiatives. The incumbent will play a key role in aligning community interests with conservation objectives to ensure the long-term sustainability of both natural ecosystems and community well-being. This includes facilitating co-management, Local Board, Municipal, Trans-Frontier National Park and Traditional Council efforts, promoting sustainable resource use, and supporting initiatives that enhance community benefits derived from conservation areas. The applicant will also oversee collaboratively with the Tshwane University of Technology, the Ndumo Environmental Education Centre at the Ndumo Game Reserve.

MINIMUM QUALIFICATIONS:

- National Diploma in Nature Conservation / Natural Resource Management or relevant equivalent is mandatory
- A relevant Diploma or Degree in Environmental Management, Nature Conservation, Community Development, or related field (NQF Level 6 or higher) is desirable.
- Valid Code B driver's licence and willingness to travel extensively.

EXPERIENCE REQUIRED

- At least 5 years' experience in community conservation, stakeholder liaison, or rural development is mandatory.
- 2 years' experience working in or with communities adjacent to protected areas is essential.

KEY COMPETENCIES REQUIRED

- Proven experience working with Traditional Councils, local leaders, and diverse communities in conservation and development contexts.
- Ability to manage, monitor, and report on community-based projects simultaneously.
- Strong skills in developing and delivering conservation awareness initiatives.
- Experience working with NGOs, Government, Honorary Officers and private stakeholders.
- Knowledge of PFMA principles, budget management, and procurement processes.
- Ability to design and deliver training programmes and support skills development in communities.
- Strong interpersonal skills to manage disputes, negotiate, and communicate effectively.
- Familiarity with environmental, conservation, and co-management policies and frameworks.
- Proficiency in isiZulu and a deep understanding of local customs and dynamics is highly advantageous.
- Competent in MS Office, digital communication platforms, and report writing.
- Proven ability to work independently with minimum supervision.
- interact with employees and stakeholders in a helpful, courteous and friendly manner.
- demonstrate sensitivity to, and respect for, a diverse population.

KEY PERFORMANCE AREAS:

- Identify community awareness needs and develop tailored interventions.
- Implement activities such as guided walks, celebration of environmental calendar days, school engagements, and opportunistic awareness events.
- Develop and distribute interpretation material (pamphlets, posters, signage).
- Evaluate the impact of awareness programmes and revise plans accordingly.
- Facilitate community training sessions, staff workshops, internships, and mentorships.
- Conduct career expos and induction courses.
- Guide community project proposal development and facilitate funding access (e.g., Community Levy Fund).

- Monitor project progress from inception to completion, including post-implementation support.
- Build community capacity for long-term sustainability of initiatives.
- Financial and Resource Management in terms of ensuring the efficient, economic, and effective use of organisational resources.
- Manage park-related budgets including procurement, corporate card, and commitment ledger responsibilities.
- Manage assets in line with PFMA and respond to audit queries.
- Raise awareness on the benefits of conservation areas and participate in stakeholder forums.
- Support the establishment and management of Community Conservation Areas.
- Contribute positively towards the management effectiveness targets of the Tembe Elephant Park.
- In relation to the sustainable Natural Resource Harvesting, facilitate agreements on sustainable natural resource use between Ezemvelo and communities.
- Promote and support Community-Based Natural Resource Management and participate actively in educating communities on harvesting policies and establish oversight structures.
- Support the establishment and operation of co-management structures such as Local Boards and Co-management structures.
- Contribute positively towards the organization's implementation of providing employment opportunities for community members living adjacent to protected areas.
- In support of stakeholder management, participate in the development of strategic partnerships / agreements, engaging stakeholders in the protected area management planning process, and maintaining communication with Traditional Councils, neighbours, and researchers.

HOUSING: Housing is not provided.

Directions to applying candidates:

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 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 FORM;
- emailing Ezemvelo application form directly to 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: 13 March 2026

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.