



## **INTERNAL & EXTERNAL ADVERT**

**DESIGNATION: SENIOR MANAGER HUMAN RESOURCES PRACTICES- GRADE E1**

**DEPARTMENT: HUMAN RESOURCES**

**LOCATION: HEAD OFFICE – PIETERMARITZBURG**

**FIVE YEARS' PERFORMANCE BASED FIXED TERM CONTRACT**

**POST NUMBER: 150101**

**TOTAL REMUNERATION PACKAGE: R 1 266 714.00 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 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 a suitable candidate for the position of Senior Manager human Resources Practices

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

To ensure human resource practices are strategically aligned to support a healthy, competent and performance-driven workforce.

### **QUALIFICATIONS**

- Bachelor's Degree or Advanced Diploma in Human Resources Management/ Relevant Equivalent qualification is mandatory
- Post graduate degree in Human Resource Management/ Relevant Equivalent is desirable
- Valid code EB drivers' licence

### **EXPERIENCE**

- 5 - 8 year's Management experience in Human Resources Management is mandatory

### **KEY PERFORMANCE AREAS**

- Budget Management
- Human Resources Information & Benefits Management
- Employee Health and Wellness Management
- Provide strategic human resource practice management advice
- Develop a system to measure stakeholder satisfaction
- Ensure communication of policies, procedures and processes
- Staff development/ subordinate development
- Asset Management
- Staff Management
- Strategic Management
- Talent Management

- Business Operations Support

### **KEY COMPETENCIES REQUIRED**

- Employment legislation
- HR industry practices and processes
- HR systems
- HR Administration processes
- Relationship building
- Computer literacy
- Report writing
- Presentation and Communication skills
- Negotiation skills
- Leadership and Management skills
- Administrative skills
- Policy formulation

### **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](http://www.kznonline.gov.za/kznjobs) or submit their Ezemvelo application form directly to the following email address [recruitment@kznwildlife.com](mailto:recruitment@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 FORM;
- emailing Ezemvelo application form directly to [recruitment@kznwildlife.com](mailto:recruitment@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: 24 April 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. It is our intention to promote presentively in respect of race, gender and disability through the filling of this position.

Ezemvelo KZN Wildlife reserves the right not to make the appointment towards this post.

